

Webster Vienna Training Scholarship (WVTS):
Project Proposal

Department:
Semester: Spring 2022 (from February 7 – April 29, 2022)
Estimated weekly workload in hours: 10 hours
Program Level: Undergraduate

Project Title: Admissions and Recruitment Assistant
Project Leader: Head of Admissions, Deidree Diño
WVTS Supervisor (if different from Project Leader): Admissions Officers (J. Millar / S. Gonzales / G. Grasso)

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Leading tours for visiting prospective students and their parents at least once a week (preferably 2-3 times a week) and helping with virtual fair presentations	Week from February 7 th to May 13 th , 2022	20%
Printing, compiling, and refilling Admissions brochures in office and atrium for prospective students weekly;	Week from February 7 th to May 13 th , 2022	20%
Packaging, organizing recruitment info and promotional materials and sending these to different fairs, schools, and events	Week from February 7 th to May 13 th , 2022	40%
Other administrative tasks as necessary for joint admissions and marketing projects and activities	Week from February 7 th to May 13 th , 2022	20%

Qualifications needed to accomplish tasks and responsibilities:

- Good academic record
- Good English communication (spoken and written) skills
- Proven community engagement
- Very good customer service skills
- Accuracy and attention to detail
- Proficiency with Microsoft Office
- Able to come to campus to complete tasks