

Webster Vienna Training Scholarship (WVTS):
Project Proposal

Department: Business & Management
Semester: Spring 2022 (from February 7 – April 29, 2022)
Estimated weekly workload in hours: 20
Program Level: Undergraduate

Project Title: B&M Department Assistant
Project Leader: Karim Elatraby
WVTS Supervisor (if different than Project Leader): Maria Madlberger & Karim Elatraby

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Communication: support department efforts to provide clear and timely communication to internal stakeholders through tasks including but not limited to department newsletter creation and distribution, and B&M Assistant email account management	Ongoing	25%
Internal Marketing: support promotional efforts of relevant news and events by helping to creating marketing campaigns and materials (posters, slideshows, etc.) to be displayed within the department and targeting the B&M community. Support and coordinate the sharing of faculty research news, blogs, and other communicative messages with the Marketing department of WVPU.	Ongoing	30%
Event Planning: support the organization, planning, promotion and implementation of B&M events and activities with a focus on events for students and increasing student engagement within the B&M department	Ongoing	25%
Miscellaneous Administrative Tasks: assist with day-to-day administrative and project support tasks as needed	Ongoing	20%

Qualifications needed to accomplish tasks and responsibilities:

- Strong organizational and time-management skills with high attention to detail
- Excellent written communication skills in English (German a plus)
- High comfort level with internal applications (Connections, Academic Services, Canvas, etc.) and the webster.ac.at website
- Excellent knowledge of MS Word, PowerPoint, and Outlook
- Basic knowledge of Office 365 apps
- Experience with online design & mailing applications (MailChimp, Canva etc.)
- Administrative work experience preferred
- Demonstrably high engagement within WVPU a plus