

Webster Vienna Training Scholarship (WVTS):  
Project Proposal

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

Project Title: Administration  
Project Leader: Mouhanad Mourad BA  
WVTS Supervisor (if different than Project Leader):

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Support in the finance Department e.g. Reimbursement, invoices, archive		40%
Accounting, reports on Visa card expenditure		40%
Financial reports		20%

Qualifications needed to accomplish tasks and responsibilities:

- Ability to multi-task and prioritize tasks to meet deadlines
- Ability to work independently with minimal supervision.
- Intermediate or advanced proficiency in Microsoft Office
- Ability to speak and write in German language is a plus but not required.