

Webster Vienna Training Scholarship (WVTS):
Project Proposal

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

Project Title: Reorganization of Labor Material
Project Leader: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Examine Thesis topics and discuss students' voluntary assignment topics with relevant faculty	25 February	10%
Evaluation of each item classified in HD4801-8943 based on the following criteria: currency of information and authority, comparison of subject matter with curriculum, circulation statistics for the item, physical condition and recommend either retention, removal or storage	25 March	30%
Change item record location field to match final decision for each item	8 April	5%
Affix storage labels to items to be stored and shelve those items, process deselected items, shelf retained items	29 April	5%
Provide front desk service including but not limited to processing loan transactions, resetting passwords, reserving group project rooms and answering the telephone.	Continuous	40%
Maintaining: shelf order in the collection, printer paper and toner, refilling staplers, as well as insuring a quiet studios atmosphere	Continuous	5%
Additional tasks as assigned	Continuous	5%

Qualifications needed to accomplish tasks and responsibilities:

- Familiarity with MS Office
- Familiarity with Webster Vienna Business and Management curriculum, especially Human Resource Management and Organizational Behavior course content
- Attention to detail
- Ability to work in a team
- Some physical labor