

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: Library Survival Victory Guide
Project Leader and supervisor: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Prepare slides (for the screens), posters, and physical book displays – following Webster brand guidelines and intellectual property law Brainstorm topics Assist with book selection for displays	Continuous: new book display every 2 weeks	15%
Preparation of a document or video that explains how to best make use of library services	13 May	35%
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, especially Excel
- Attention to detail
- Ability to work in a team