

**Webster Vienna Training Scholarship (WVTS)  
Project Proposal**

**Department:** Marketing and Communications  
**Semester:** Spring 2022 (from February 7 – April 29, 2022)  
**The estimated weekly workload in hours:** 10 hours  
**Program Level:** Undergraduate

**Project Title:** Graduation Assistant  
**Project Leader:** Camila Pöll, Event Officer  
**WVTS Supervisor** (if different than Project Leader): Nermin Podzic, Head of Marketing and Communications

**Project Outputs:** Support WVPU’s marketing department throughout the planning of the Commencement Ceremony and on the event’s day: May 14, 2022.

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Logistic preparation to provide gowns for graduating students.	Till the end of the scholarship	10%
Assist in communication activities to inform graduating students about Commencement Ceremony logistics and “Graduation Day” details.	Till the end of the scholarship	20%
Assist in the communication related to the requests received via <a href="mailto:graduation@webster.ac.at">graduation@webster.ac.at</a> .	Till the end of the scholarship	20%
Assist in the services related to obtaining the certificates, awards, and honors.	Till the end of the scholarship	15%
Assist the implementation of the Gowns and Bubbles event.	May	25%
Assist the implementation of the Alumni Cocktail gathering event.	May	10%

✓ Qualifications needed to accomplish tasks and responsibilities:

- **Qualification**
  - Advanced knowledge in Microsoft Office (Excel and Word).
  - Advanced expertise in Qualtrics and Outlook.
- **Soft Skills**
  - Attentive to details.
  - Excellent organizational skills and time management.
  - Communicative.