

Webster Vienna Training Scholarship (WVTS):  
Project Proposal

Department: Finance  
Term: Fall 2020  
Estimated weekly workload in hours: 10  
Scholarship Amount: 50% of two UG/G 3-credit course

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

Project Outputs: (i.e. what will be the final products of this WVTS? Please specify the product of this Project that the student is expected to complete and provide a deadline.)

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 Travelling		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.