

Webster Vienna Training Scholarship (WVTS):
Project Proposal

Department: International Relations

Term: Fall 2020

Estimated weekly workload in hours: 15

Scholarship Amount: 75% of two UG/G 3-credit course

Project Title: International Relations Dept. Coordination Assistant

Project Leader: Katharina Neumann

WVTS Supervisor (if different than Project Leader): Katharina Neumann & Dr. Franco Algieri

Project Outputs:

Tasks/Project Outputs	Deadline	Percentage of Time Spent on Responsibilities (equaling 100%)
Serve as support for the organization, promotion and implementation of one major workshop or conference (TBD) hosted within the IR Department	Ongoing	30%
Assist with the day-to-day administrative tasks within the office and IR Department.	Ongoing	10%
Help and support the organization of departmental events and short-term projects.	Ongoing	10%
Correspond on behalf of the IR Department with external parties, institutions and colleagues, and act as a liaison between the department and IR student body.	Ongoing	15%
Support the department in its public communication; be able to draft news articles for the official website, share updates online (Facebook, Mailchimp, etc.), create posters/flyers, etc.	Ongoing	20%
Facilitate the organization, promotion and implementation of the "International Relations and Politics Research Seminar Series".	Ongoing	15%

Qualifications needed to accomplish tasks and responsibilities:

- International Relations student preferred
- Must have strong organizational skills and pay high attention to detail
- Excellent MS Office skills
- Fluent in written and spoken English
- Strong communication skills
- Experience with online design & mailing applications (MailChimp, Canva etc.) preferred
- Administrative work experience preferred
- Minimum 3.0 GPA