

Webster Vienna Training Scholarship (WVTS): Project Proposal

Department: Library

Term: Fall 2020

Estimated weekly workload in hours: 10

Scholarship Amount: 50% of two UG/G 3-credit course

Project Title: Outreach, Events and Programming

Project Leader and Supervisor: Benjamin Fasching-Gray

Project Outputs:

Tasks/Project Outputs	Deadline	Approximate Percentage of Time Spent on Responsibilities
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, new slide on the weeks in between.	10%
Provide library-related content for social media (WVPU community group on FB) and Webster Bulletin	Bulletin is weekly, social media at least once a week	10%
The trainee will research and explore existing and possible programs the Vienna campus library could offer to support students, especially in the exam week	October 16	10%
Coordinating with SRC, SGA, Language Center and Counselling Center on Exam week programming cross-promotions	First 2 weeks of December	10%
Preparation of motivational posters and other decorations for the physical library in exam week	December 11 through December 18	10%
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 (or willingness to learn): Graphic design principles and Adobe CS
- Attention to detail, especially **English grammar**
- Creativity
- Media or Marketing major preferred
- Ability to collaborate with multiple stakeholders and respond effectively and gracefully to constructive criticism