

Webster Vienna Training Scholarship (WVTS):  
Project Proposal

Department: Student Resource Center  
Semester: Fall 2020  
Estimated weekly workload in hours: 20  
Scholarship Amount: 100% of two UG or G 3-credit course

Project Title: Student Activities and Leadership  
Project Leader: Katy Witkowski  
WVTS Supervisor (if different than Project Leader): Katy Witkowski

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%)
Assist in the planning and implementation of New Student Orientation in Fall 1 and Fall 2	August 16 – 21, October 20	10%
Assist in guiding study abroad students through their visa application process in Bratislava (travel expenses paid by SRC)	August 20 – August 28 (tentatively scheduled)	10%
Act as the main organizer for Spirit Week, including but not limited to pitching ideas for daily events, receiving quotes for potential vendors, planning marketing efforts and implementing each event	End of October	40%
Assist in planning social media posts for the SRC Facebook and Instagram pages	Continuous	10%
Assist in planning Webster's Got Talent for Spring 2021	End of December	10%
Writing articles on SRC activities for WVPU website and social media	Continuous	10%
Other duties as assigned	Continuous	10%

Qualifications needed to accomplish tasks and responsibilities:

- Motivated self-starter
- Team-oriented attitude
- Experience in developing social media content
- Experience using content creation and planning tools (Hootsuite, Canva, etc)
- Experience writing articles and online content in English
- Interest and experience in organizing events
- Interest and motivation to improve the student experience at Webster Vienna