

Role Description | EFPSA Exchanges Responsible

<i>Team</i>		Study & Travel Abroad
<i>Accountable to</i>		Study & Travel Abroad Coordinator

Purpose of the Role

- Promoting and facilitating exchanges between EFPSA Member/Local Organisations

Main Responsibilities

- To support EFPSA's Member/Local Organisations in regards to EFPSA student exchanges through effective feedback and guidance at all stages of the organisation of the exchange

Tasks

- Connecting people interested in organising and attending EFPSA Exchanges
- Supporting Member Organisations in finding suitable partner organisations with whom to plan the exchange
- Supporting the organisations and providing effective feedback in finding and applying for suitable and relevant grants, partnerships or sponsorships in collaboration with the Finance Office
- Guiding and supporting the organisations in the administration and fulfilment of the exchanges in terms of logistics, finances and management

Requirements

- Project management skills
- Communication skills
- Previous experience in grant writing and/or organisation of student exchanges (preferable but not necessary)

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current STA Coordinator on sta@efpsa.org.