

Role Description | JEPS Coordinator

Team | Journal of European Psychology Students (JEPS)
Accountable to | Vice President

Purpose of the Role

- Overseeing, guiding and contributing to the work and projects of the JEPS Team

Main Responsibilities

- To coordinate the work of the JEPS team in publishing student research in the Journal of European Psychology Students (JEPS)
- To promote the Journal and the JEPS Bulletin

Tasks

- Creating a detailed action plan and goals for the mandate
- Coordinating the publication process including liaising with the publisher, Associate Editors, Proofreaders and Copyeditors
- Coordinating the journal's promotional waves
- Maintaining contact with all of the JEPS Team through regular online meetings, emails and Podio threads
- Having an overview and contributing to the further development of the team and the journal
- Updating and archiving all relevant materials and databases on a regular basis and transferring them to the new team at the end of the mandate
- Communicating with academics and professionals within the psychology community
- Contacting other EFPSA teams and collaborating on common projects with them

Requirements

- A strong command of the English language
- Leadership and delegation skills
- Time management skills
- Experience in publishing in peer-reviewed journals
- EFPSA experience, specifically within JEPS, is strongly encouraged, but not essential

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 JEPS Coordinator on journal@efpsa.org.