

Role Description | JEPS Junior Coordinator

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

Purpose of the Role

- Ensuring a smooth review process with optimal duration from submission to publishing

Main Responsibilities

- To have the review process complete within the scheduled time frame
- To keep the JEPS Coordinator up to date with the review process

Tasks

- Keeping track of the Associate Editors (AEs) board
 - Having an overview of AEs fields and competencies and JEPS related workload
 - Predicting workload and deciding upon the need for additional AEs
 - Responding to AEs queries regarding their job
 - Coordinates recruitment of new AEs
 - Providing feedback and ensuring quality work of the AEs
 - Decides terminating the relationship with AEs
- Coordinating the technical review of manuscripts
 - Checking new manuscripts in accordance to the submission guidelines
 - Dividing submitted manuscripts amongst other team members when necessary
 - Ensures deadlines are abided by
 - Assigning articles to relevant Associate Editors and, with the help of respective team members, monitoring the review process and providing assistance to AEs, reviewers, authors or team members when necessary
- Coordinating the copyediting and proofreading and sending the finished manuscripts to the JEPS Promotion team for CVI checks and approval
- Acting as a supervisor to a minimum of two team members (Junior Editors)
 - Ensuring they are aware of their responsibilities and deadlines
 - Providing guidance and feedback to their work
- Ensuring the team members are trained on the technical aspect of JEPS procedures and ensuring a continuous knowledge transfer throughout the mandate

Requirements

- A strong command of the English language
- Teamwork and coordination skills
- A strong interest in psychology and scientific publications



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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.