
Job description **Research Officer**

Team: Young Researcher Programme (YRP)

Reports to: Director of Research (DoR)

Mission: Coordinating and supporting the research groups of the corresponding mandate's Young Researchers Programme cohort. The primary role of the Research Officer is to provide assistance and guidance to the Young Researcher Programme cohort to which they are assigned, both during and after the European Summer School (ESS). Secondary roles of the Research Officer take into account their obligations assist the DoR and ESS team in planning and organisation of scientific elements of the ESS

Essential functions (with examples of tasks):

- Monitoring the research teams of the YRP cohort:
 - Reporting to, and working together in a collaborative position with, the DoR in providing support to the research teams;
 - Communicating with the Supervisors prior to the ESS and briefing them regarding the upcoming year and the respective tasks and responsibilities;
 - Attending the ESS – allowing for the opportunity to acquaint themselves with the research groups and the nature of research topics (needs / constraints / planning) as well as briefing the participants of the ESS in terms of the powers and obligations of being immersed in the YRP;
 - Monitoring research group performance after the ESS: check up on the groups' progress and assist any challenges or issues the groups might be faced with along with the DoR;
 - Collecting the literature reviews, Works in Progress (WiPs), abstracts, presentations (e.g., EFPSA Congress presentations) and other information and/or updates from the research groups;
 - Scheduling periodical meetings with both the Communication Officers and the supervisors of each research group;
 - Providing logistical support for research groups reconvening post-ESS at a host university in cooperation with the Director of Research – this will include searching for financial support for the meeting;
 - Assisting the DoR in the recruitment and selection of the supervisors for the upcoming YRP cohort;

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- Assisting the ESS Team in the selection of participants for the upcoming YRP cohort;
 - Working together with ESS Team to find grant applications and other financial support;
 - Supporting the research groups after the Junior Researcher Programme (JRP) until the final manuscripts are submitted for publication.

Desired outcomes:

- Monitoring the Research Teams of the YRP Cohort
 - Overlooking the research teams' work throughout the year;
 - Supporting and providing all necessary information to the research teams throughout the development of the projects;
 - Collecting information from the research groups;
 - Reliable and helpful contact person for research teams;
 - Communicating with ESS Team and the Director of Research on a regular basis;
 - Supporting the research teams in publishing their WiPs and final manuscripts.

Useful skills and experiences:

- Experienced and motivated student;
- Demonstrate an active commitment to research – either through their own studies or previous success in an ESS research group;
- Previous experience in ESS;
- Monitoring and multi-tasking skills (required);
- Proficiency in the English language (required);
- Organisational and communication skills (required);

Please contact the current Research Officer Luís Miguel Tojo (researchofficer@efpsa.org) or the Director of Research Dr. Kai Ruggeri (dor@efpsa.org) if you have any questions or input.