

Role Description | Data Management Responsible*

Team | EFPSA Office
Accountable to | Secretary General

Purpose of the Role

- Working closely with the Working Community in tracking the development of the Federation

Main Responsibilities

- To gather quantitative and qualitative information from the work done by the Working Community and concerning EFPSA in general
- To analyse the data gathered and compare it with the data from the previous mandates
- To archive the materials and data collected
- To provide a report with data descriptive and consequent analysis

Tasks

- Contacting the Working Community to review the type of data to be gathered and analysed
- Collecting information regarding the reach and outcomes of EFPSA Campaigns, Services, and Events
- Analysing the data gathered in terms of frequencies and correlations
- Analysing the Working Community feedback forms from the previous mandate
- Providing a full report at the end of the mandate with the results of the data analysed throughout the mandate, including comparisons with different mandates
- Supporting the EFPSA Office with tasks concerning the team
- Engaging in EFPSA's internal virtual communication tools and platforms (Skype, Podio, etc.)

Requirements

- A strong command of the English language
- Attention to detail and meticulous working
- Basic statistical knowledge (Excel, SPSS, R, or equivalent)
- Organisational skills
- Experience in data analysis (preferable)
- Familiarity with EFPSA's structure

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 Secretary General on secretary@efpsa.org.

*Please note that this is pending approval by the General Assembly at the 32nd EFPSA Congress