

Role Description | Study & Travel Abroad Coordinator

Team | Study & Travel Abroad
Accountable to | Vice President

Purpose of the Role

- Coordinating the Study & Travel Abroad Team and ensuring that projects are accomplished in a satisfactory and timely manner

Main Responsibilities

- To promote and facilitate studying and travelling abroad among psychology students in Europe
- To coordinate and oversee the work and projects of the team and provide support to the team members
- To ensure collaboration between the STA Team and other EFPSA teams when necessary
- To mentor or guide members on any current projects
- To maintain a constant flow of communication with the Vice President

Tasks

- Leading and coordinating the Study & Travel Abroad Team
 - Organising and chairing regular team meetings
 - Effectively coordinating the activities and projects of the team
 - Creating a realistic action plan with the team and adhering to it
 - Contacting other EFPSA teams on behalf of the STA Team and collaborating on common projects with them
- Developing and ensuring effective collaborations with external entities
 - Searching for potential external collaborators, establishing communication with them and maintaining relations with the current collaborators alongside the External Relations Office
- Updating and maintaining the Database of European Psychology Masters
 - Validating and updating the list of universities/departments in Europe that offer undergraduate and postgraduate opportunities for psychology students
 - Collaborating with the Member Representatives in the collection and validation of information
 - Ensuring that the website is updated according to the updated information
- Overseeing the development of Study & Travel Abroad projects (e.g. EFPSA housing)
- Updating and maintaining the Database of Internship Partners
 - Reach out to Institutions for possible internship partnership collaborations
 - Collaborating with the Member Representatives in the collection and validation of information
- Updating and maintaining the Database of Partner Hostels

- Updating regularly the hostels map
- Reaching out to potential partner hostels
- Collaborating with the Member Representatives/ Member Organisations for possible facilitation of students exchanges

Requirements

- Leadership skills
- Project management skills
- Communication skills
- Time Management
- Basic web design skills (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.