

Role Description | Academic Affairs Officer

Accountable to | President Office and Board of Management

Purpose of the Role

- To oversee the running of the two EFPSA's Services.

Main Responsibilities

- To oversee the running of the two EFPSA Services through the teams: Journal of European Psychology Students (JEPS) and Junior Researcher Programme (JRP)
- To report the progress of the two services with the Board of Management
- To encourage close collaboration with the Vice President for collaboration with Social Impact Initiative (SII), Study and Travel Abroad (STA) and Training Office (TO)
- To increase the capabilities and standards of the two services
- To help the Board of Management with reaching and developing the Strategic Plan
- To take part in regular Board of Management obligations

Tasks

- Services
 - Overseeing the work, providing feedback and guidance on all actions, activities, documentation and proposals
 - Checking the progress of the work in line with their Action Plans
 - Being receptive to problems that arise and attending to these as effectively and promptly as possible
 - Coordinating the selection of the new teams
 - Encouraging collaboration between all Services and other EFPSA teams
 - To attend the meetings with each of the Services
 - To develop the future and continued progression of the three Services

Requirements

- A strong command of the English language
- EFPSA experience, specifically within the Board of Management is strongly encouraged, but not essential
- Leadership and delegation skills
- Basic website editorial skills
- Micromanagement skills
- Presentation skills
- Experience in good working practices and administration
- Systematic approach

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 Vice President (vicepresident@efpsa.org).