

## Role Description | JEPS Coordinator

*Team* | Journal of European Psychology Students (JEPS)  
*Accountable to* | Academic Affairs Officer

### *Purpose of the Role*

- Overseeing, guiding, and contributing to the work and projects of the JEPS Team
- Ensuring a smooth review process with optimal duration from submission to publishing

### *Main Responsibilities*

- To coordinate the work of the JEPS Team in publishing student research in the Journal of European Psychology Students (JEPS)
- To have the review process complete within the scheduled time frame
- To maintain a constant flow of communication with the Academic Affairs Officer

### *Tasks*

- Creating a detailed Action Plan and goals for the mandate
- Coordinating the publication process including liaising with the publisher (Ubiquity Press), Associate Editors, Reviewers, Proofreaders, and Copyeditors
- 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
  - Training the new members in the art of APA Style and JEPS manuscript style
  - Checking new manuscripts in accordance to the submission guidelines
  - Dividing submitted manuscripts amongst other Team Members when necessary)
  - Ensuring 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
- Acting as a supervisor to all new and previous 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
- Maintaining contact with all JEPS Team Members through regular online Skype meetings and emails
- Having an overview and contributing to the further development of the Team and the Journal
- Updating and archiving all relevant materials and databases on a regular basis and transferring them to the new Team at the end of the mandate
- Communicating with academics and professionals within the psychology community; promoting JEPS at academic events
- Contacting other EFPSA teams and collaborating on common projects with them

#### *Requirements*

- A strong command of the English language
- Leadership and delegation skills
- Time management skills
- EFPSA experience, specifically within JEPS and the Journal Management System, is strongly encouraged
- Experience in publishing in peer-reviewed journals is an advantage

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](mailto:journal@efpsa.org).