

Role Description | JEPS Junior Coordinator

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

Purpose of the Role

- Guiding and aiding the publication process
- Coordinating publications in the JEPS Bulletin

Main Responsibilities

- To keep the JEPS Coordinator up to date with the status of submissions
- To coordinate and schedule regular JEPS Bulletin posts
- To promote the Journal and the JEPS Bulletin on social media through regular posts
- Overseeing the JEPS Ambassador project

Tasks

- Coordinating the journal's promotional activities
 - Writing and publishing (at least once a week) on the JEPS Twitter and Facebook
 - Publishing Calls for JEPS volunteers (AE's, Proofreaders, etc.)
- 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

Requirements

- A strong command of the English language
- Teamwork and coordination skills
- A strong interest in psychology and scientific publications
- EFPSA experience, specifically within JEPS and the Journal Management System, is strongly encouraged

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.