

## **Role Description | JEPS Team Member**

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

### *Purpose of the Role*

- Contributing to the coordination of the review process, and the development of the journal

### *Main Responsibilities*

- To oversee the review process of assigned manuscripts

### *Tasks*

- Performing technical reviews of manuscripts (checking for APA deviations) and suggesting the appropriate Associate Editors to assign
- Monitoring the review process of assigned manuscripts (e.g. fit to the deadlines, accordance to the quality set by the journal, etc.)
- Communicating with AEs, reviewers, and authors (e.g., during first technical review and proofreading) to ensure a smooth review process
- Recruiting reviewers to the scientific board (when necessary)
- Contributing to discussions regarding the development of the journal and the JEPS Bulletin and the ongoing JEPS projects
- Helping promote the journal and the JEPS Bulletin on social media and at academic events or own university
- Participating in the online Skype meetings and in email threads

### *Requirements*

- A strong command of the English language
- Interest in research and scientific publishing
- Time-management skills

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 please contact the current JEPS Coordinator on [journal@efpsa.org](mailto:journal@efpsa.org).