

## **Role Description | Internship Responsible**

*Team* | Study & Travel Abroad  
*Accountable to* | Study & Travel Abroad Coordinator, Vice President

### *Purpose of the Role*

- Developing a platform from which psychology students can find internships and institutions can promote internships

### *Main Responsibilities*

- To effectively build and maintain the database of institutions developed by the Internship Task Force
- To facilitate students' internship opportunities by providing them with detailed information
- To be the link between institutions providing internships and students.

### *Tasks*

- Effectively promoting the Study Abroad Service through various channels and mediums
- Maintaining and developing EFPSA's internship database in order to ensure the provision of accurate information
- Collaborating with the Member Representatives in the collection of various relevant information
- Communication with relevant internship institutions to plan and organise internship opportunities
- Coordinating and managing internship Calls and their promotion, selection and evaluation
- Encouraging students to share their internship experience stories and effectively collecting and archiving this information
- Contributing to the common projects of the Study & Travel Abroad Team

### *Requirements*

- Project management skills
- Communication skills
- Team working 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 the current STA Coordinator on [sta@efpsa.org](mailto:sta@efpsa.org).