

Role Description | Junior Researcher Programme (JRP) Coordinator

<i>Team</i>		Junior Researcher Programme Team
<i>Accountable to</i>		Academic Affairs Officer

Purpose of the Role

- To oversee and coordinate the EFPSA Junior Researcher Programme and all its aspects

Main Responsibilities

- To coordinate and oversee the work of the team and its individual tasks
- To manage the external image of the JRP
- To facilitate the communication within the JRP Team, associated entities and the Academic Affairs Officer
- To oversee and actively participate in the selection of participants, topics and themes within the JRP framework
- To coordinate the selection of the JRP Mentor
- To maintain a constant flow of communication with the Academic Affairs Officer

Tasks

- Coordinating and overseeing the work of the Team and its individual tasks
 - Ensuring that an Action Plan is made and adhered to and that tasks are delegated accordingly
 - Ensuring that the team adheres to EFPSA's Statutes, Domestic Regulations, Corporate Visual Identity (CVI), official communication channels and working practices
 - Ensuring the sharing of the Knowledge Transfer and other relevant documents with the team
 - Providing active support, guidance and help to the team in their tasks
- Managing the external image of the JRP
 - Looking for potential international sponsors or partners for the European Summer School (ESS) and/or the JRP
 - Managing the JRP websites and social media
- Facilitating the communication within the JRP Team and associated entities
 - Ensuring the communication flow between the JRP Advisory Board, JRP Mentor, JRP Team, Junior Researchers, ESS Organising Committee and other teams
 - Ensuring regular and adequate communication with the JRP Advisory Board and JRP Mentor
 - Liaising between the JRP Team and the Academic Affairs Officer through frequent updates and regular contact

- Overseeing and actively participating in the selection of participants, topics and themes within the JRP framework
 - Participating in the selection of the theme and participants of the ESS
 - Participating in the selection of the theme of the JRP Conference and Internship
- Coordinating the selection process of the JRP Mentors
 - Coordinating and organising the Call for JRP Mentors
 - Chairing the selection committee for JRP Mentors
 - Looking actively for potential JRP Mentors

Requirements

- Organisational skills
- Communication skills
- Leadership Skills
- ESS and/or JRP experience, encouraged but not necessary

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 on vicepresident@efpsa.org.