

## **Role Description | Academic Affairs Officer**

*Accountable to* | Presidential Office

### *Purpose of the Role*

- To foster contact and communication with professionals, academics and scholars in order for collaboration with EFPSA's activities and overseeing two EFPSA Services.

### *Main Responsibilities*

- To oversee the running of the two EFPSA Services through the teams: Journal of European Psychology Students (JEPS) and EFPSA Research Programme (EFPSA RP)
- To report the progress of JEPS & EFPSA RP to the Board of Management.
- To encourage close collaboration with the Vice President for collaboration with Social Impact Initiative (SII), Study & Travel Abroad (STA) and Training Office (TO).
- To increase the capabilities and standards of JEPS & EFPSA RP.
- To help the Board of Management with reaching and developing the Strategic Plan.
- To take part in regular Board of Management obligations.
- To actively search for collaborations with professionals, academics and scholars.
- To actively develop the role of Academic Affairs Officer together with the Presidential Office.

### *Tasks*

- Services
  - Communicating with JEPS Coordinator and EFPSA RP Coordinator.
  - Overseeing the work, providing feedback and guidance on all actions, activities, documentation and proposals.
  - Checking the progress of the work in line with their Action Plans.
  - Being receptive to problems that arise and attending to these as effectively and promptly as possible.
  - Coordinating the selection of the new teams.
  - Encouraging collaboration between all the Services and other EFPSA teams.
  - Attending the meetings with each of the Services.
  - Participating in the selection of Supervisors for EFPSA RP and attend meetings with Supervisors.
  - Attending the EFPSA Research Summer School.
  - Facilitating the attendance of researchers of the EFPSA RP to the annual EFPSA Congress.
  - Developing and improving the Journal of European Psychology Students.
  - Developing and improving the EFPSA Research Programme.

### *Requirements*

- A strong command of the English language.
- EFPSA experience is encouraged, but not essential.
- Interest in academia is preferable.
- Leadership and delegation skills.
- Basic website editorial skills.
- Management skills.
- Presentation skills.
- Experience in good working practices and administration.
- Systematic approach.

#### *Time Investment*

- You will be working approximately on average 12-15 hours a week on EFPSA and you are flexible in allocating your time during the week.
- Next to the EFPSA Congress and Joint Executive Board & Member Representatives Meeting, you will meet in-person twice with the Board of Management to have a week-long meeting. This usually takes place in August/September and January/February.
- Should you be concerned about the time investment, please don't hesitate to contact any current or past Board of Management members. Many before you have taken this opportunity successfully while simultaneously studying or working.

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 Academic Affairs Officer ([academic@efpsa.org](mailto:academic@efpsa.org)).