

## Role Description | EFPSA Research Programme Team Member

*Team* | EFPSA Research Programme  
*Accountable to* | EFPSA Research Programme Coordinator, Academic Affairs Officer

### *Purpose of the Roles*

- To support the team in promoting and facilitating work done by the Research Programme Service.

### *Main Responsibilities*

- To promote the programme on social media, amongst the EFPSA working community and amongst European psychology students;
- To facilitate the organisation of the mid programme meeting and other social events for the participants;
- To maintain collaboration and communication with external parties;
- To help the team with other necessary tasks.

### *Tasks*

- Participating continuously in online meetings and e-mails (the team, JEPS, research teams, AAO);
- Maintaining the website, Facebook, LinkedIn, Instagram and Twitter;
- Communicating with Marketing Office;
- Collaborating with JEPS on Ambassador project with the aim of promoting RP;
- Communicating with research teams about the mid programme meeting and facilitating its organisation;
- Contacting external parties (universities, organisations, research centres) to promote the calls (supervisor and participants' calls);
- Contacting external parties (universities, organisations, research centres) to establish possible collaborations.

*Requirements*

- Writing skills;
- Creative thinking;
- Problem solving skills;
- Teamwork skills;
- Basic graphic design
- Psychology research experience/ interest;
- Time management skills;
- Attending the Research Programme events (RSS, Congress): not all three members need to participate in the events.

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 on [academic@efpsa.org](mailto:academic@efpsa.org).

