Role Description | Study & Travel Abroad (STA) Coordinator

Team | Study & Travel Abroad (STA) Service
Accountable to | Academic Affairs Officer*

Purpose of the Role
- Coordinating the Study & Travel Abroad (STA) Service and ensuring that projects are accomplished in a satisfactory and timely manner

Main Responsibilities
- To promote and facilitate studying and travelling abroad among psychology students in Europe
- To coordinate and oversee the work and projects of the team and provide support to the team members
- To ensure collaboration between the Study & Travel Abroad (STA) Service and other EFPSA teams when necessary
- To mentor or guide members on any current projects
- To maintain a constant flow of communication with the Academic Affairs Officer*

Tasks
- Leading and coordinating the Study & Travel Abroad (STA) Service
  - Organising and chairing regular team meetings
  - Effectively coordinating the activities and projects of the team
  - Creating a realistic action plan with the team and adhering to it
  - Contacting other EFPSA teams on behalf of the Study & Travel Abroad (STA) Service and collaborating on common projects with them
- Developing and ensuring effective collaborations with external entities
  - Searching for potential external collaborators, establishing communication with them and maintaining relations with the current collaborators alongside the External Relations Office
- Overseeing the development of the Study & Travel Abroad (STA) projects (e.g. Internships Task Force, new hostel deals)
- Updating and maintaining the database of Internship Partners
Reach out to institutions for possible internship partnership collaborations

Collaborating with the Member Representatives in the collection and validation of information

Overseeing the work of Internship Task Force

Collaborating with the Member Representatives (MRs)/ Member Organisations (MOs) for possible facilitation of student exchanges

Being involved in the main projects of the responsibles and assuring its success

Alone or together with a team member ensure the quality and impact of STA social media, this includes

Creating posts for Facebook and Instagram

Promoting projects on Social Media

Responding to the messages on Social Media accounts of STA

Helping to the team members for the STA blog

Collaborating with the EFPSA Executive Board members for their contribution to Study & Travel Abroad (STA) projects

Skills and Requirements

Leadership skills

Good English and communication skills

Time and project management skills

Team working and organisational skills

Basic knowledge of Google docs and drive

Basic web design skills (preferable 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 STA Coordinator on sta@efpsa.org or the Academic Affairs Officer on academic@efpsa.org*.

* Please note that this is pending approval by the E-Voting of March.