



Role Description | EFPSA Internship Responsible

Team | Study & Travel Abroad (STA) Service

Accountable to | Study & Travel Abroad (STA) Coordinator, Academic
Affairs Officer*

Purpose of the Role

- Managing the internships platform.

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
- To maintain a constant flow of communication with the Study & Travel Abroad (STA) Coordinator

Tasks

- Overseeing the work of Internship Task Force for the Internship Database
- Maintaining and developing EFPSA's internship database in order to ensure the provision of accurate information
- Collaborating with the Member Representatives (MRs) on relevant topics
- 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
- Effectively promoting the Study & Travel Abroad (STA) Service through various channels and mediums
- Contributing to the common projects of the Study & Travel Abroad (STA)



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- Editing STA blog with the team members



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Skills and Requirements

- Good English and communication skills
- Time and project management skills
- Team working and organisational skills
- Basic knowledge of Google docs and drive

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.