

Role Description | EFPSA Study & Travel Abroad Team Member

<i>Team</i>		Study & Travel Abroad (STA) Service
<i>Accountable to</i>		Study & Travel Abroad (STA) Coordinator, Academic Affairs Officer*

Purpose of the Role

- To support the team in promoting and facilitating work done by the Study & Travel Abroad (STA) Service. A Team Member can express interest in one area of the Service and work hand in hand with the Responsible of that section of the Service.

Main Responsibilities

- To promote the Service on social media, amongst the EFPSA working community and amongst European psychology students
- To work in line with the team's Action Plan
- To support the team in executing specific tasks
- To maintain a constant flow of communication with the Study & Travel Abroad (STA) Coordinator
- To maintain a constant flow of communication with EFPSA Content Review and Marketing Team

Tasks

- Participating in online meetings
- Participating in the email threads
- Contributing to the team's action plan and working towards its realisation
- Maintaining and keeping the Study and Travel Abroad (STA) social media accounts up to date
- Creating designs for the Study and Travel Abroad (STA) social media accounts
- Sharing/bringing new ideas for the improvement of the current and development of the future projects
- Editing STA blog with the team members
- Effectively promoting the Study & Travel Abroad (STA) Service through various



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channels and
mediums

- Contributing to the common projects of the Study & Travel Abroad (STA) Service



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Skills and Requirements

- Good English and communication skills
- Writing and creativity skills
- Social media 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.