

## Role Description | EFPSA Exchanges Responsible

<i>Team</i>		Study & Travel Abroad
<i>Accountable to</i>		Study & Travel Abroad Coordinator, Vice President

### *Purpose of the Role*

- Promoting and facilitating exchanges between EFPSA Member Organisation (MO)/Local Organisations (LO)

### *Main Responsibilities*

- To support EFPSA's Member Organisation (MO)/Local Organisations (LO) in regards to EFPSA student exchanges through effective feedback and guidance at all stages of the organisation of the exchange

### *Tasks*

- Connecting people interested in organising and attending EFPSA Exchanges
- Supporting Member Organisations in finding suitable partner organisations with whom to plan the exchange
- Supporting the organisations and providing effective feedback in finding and applying for suitable and relevant grants, partnerships or sponsorships in collaboration with the Finance Office
- Supporting Organising Committees by providing trainers for EFPSA Exchanges in collaboration with the Training Office
- Guiding and supporting the organisations in the administration and fulfilment of the exchanges in terms of logistics, finances and management
- Creating and maintaining a platform through which past exchange participants and organising committee members can share their exchange experience with other European psychology students
- Contributing to the common projects of the Study & Travel Abroad Team
- Ensuring that there is outreach of EFPSA's Events, Services, and Campaigns during EFPSA Exchanges, through collaboration with the organisations

### *Requirements*

- Project management skills
- Communication skills
- Previous experience in grant writing and/or organisation of student exchanges (preferable but not necessary)
- Problem solving skills
- Ability to work in a team

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](mailto:sta@efpsa.org).