

## Role Description | JEPS Junior Coordinator

*Team* | Journal of European Psychology Students (JEPS)  
*Accountable to* | JEPS Coordinator, Academic Affairs Officer

### *Purpose of the Role*

- Having a role of the Senior Editor
- Guiding and aiding the publication process
- Coordinating publications in the JEPS Bulletin
- General promotion of JEPS

### *Main Responsibilities*

- To keep the JEPS Coordinator up to date with the status of submissions
- To coordinate and schedule regular JEPS Bulletin posts
- To promote the Journal and the JEPS Bulletin on social media
- To oversee the designated projects of the Editorial Team

### *Tasks*

- Coordinating the journal's promotional activities
  - Writing and publishing on the JEPS Twitter and Facebook
  - Publishing Calls for JEPS volunteers (AE's, Proofreaders, Associate Editors, Reviewers, Copy-Editors, Proofreaders)
- Having an overview and contributing to the further development of the team and the Journal
- Updating and archiving all relevant materials and databases on a regular basis and transferring them to the new team at the end of the mandate
- Communicating with academics and professionals within the psychology community; promoting JEPS at academic events

### *Requirements*

- A strong command of the English language
- Teamwork and coordination skills
- A strong interest in psychology and scientific publications
- EFPSA experience, specifically within JEPS and the Journal Management System, is strongly encouraged

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 JEPS Coordinator on [journal@efpsa.org](mailto:journal@efpsa.org).