

## Role Description | Study & Travel Abroad Coordinator

*Team* | Study & Travel Abroad  
*Accountable to* | Vice President

### *Purpose of the Role*

- Coordinating the Study & Travel Abroad Team 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 STA Team and other EFPSA teams when necessary
- To mentor or guide members on any current projects
- To maintain a constant flow of communication with the Vice President

### *Tasks*

- Leading and coordinating the Study & Travel Abroad Team
  - 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 STA Team 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 Study & Travel Abroad projects (e.g. EFPSA housing)
- 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
- Collaborating with the Member Representatives/ Member Organisations for possible facilitation of students exchanges
- Being involved in the main projects of the responsables 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 websites of STA

### *Requirements*

- Leadership skills
- Project management skills
- Communication skills
- Time Management
- 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](mailto:sta@efpsa.org).