

## **Role Description | Academic Affairs Office**

*Accountable to* | Presidential Office

### *Purpose of the Role*

- To foster contact and communication with professionals, academics and scholars in order to enhance collaboration with EFPSA's activities. Overseeing three\* EFPSA Services and developing the academic inclination of EFPSA.

### *Main Responsibilities*

- To oversee the running of the three\* EFPSA Services through the teams: Journal of European Psychology Students (JEPS), EFPSA Research Programme (EFPSA RP) and Study & Travel Abroad (STA)\*.
- To report the progress of JEPS, EFPSA RP & STA\* to the Board.
- To encourage close EFPSA Services' intercollaboration with the Vice President.
- To increase the capabilities and standards of JEPS, EFPSA RP & STA\*.
- To help the Board with reaching and developing the Strategic Plan.
- To take part in regular Board obligations.
- To actively search for collaborations with professionals, academics and scholars.
- To actively develop the role of Academic Affairs Officer together with the Presidential Office.

### *Tasks*

- Academic Affairs Officer
  - Reaching out to and establishing collaborations with professionals and academic institutions, and updating the existing databases.
  - Organising and hosting EFPSA Webinars.
  - Establishing and maintaining EFPSA's Research Network.
  - Collaborating with the External Relations Coordinator on establishing new professional partnerships.
  - Collaborating with the Partnerships Office on updating the Academic Partnerships Brochure.
  - Collaborating with the Events Office and the Organising Committee Coordinators on the development of EFPSA's Event scientific programmes.
  - Collaborating with the Member Representatives office on Academic Partnerships.
  - Overseeing the Mental ESCAPE project and team until it's completion.
  - Establishing evidence-based practices within EFPSA services and offices.

- Services
  - Coordinating the selection of the new teams.
  - Communicating with JEPS Coordinator, EFPSA RP Coordinator and STA Coordinator\*. Overseeing the work, providing feedback and guidance on all actions, activities, documentation and proposals.
  - Checking the progress of the work in line with their Action Plans.
  - Ensuring the team is aware of all EFPSA values and working practices.
  - Being receptive to problems that arise and attending to these as effectively and promptly as possible.
  - Encouraging collaboration between all the Services and other EFPSA teams.
  - Attending the meetings with each of the Services.
  - Developing and improving EFPSA's Research Programme.
  - Participating in the topic selection of the new Research Programme Cohort.
  - Participating in the selection of Supervisors for EFPSA RP and attending meetings with Supervisors.
  - Participate in the selection and collaborate with the Research Programme Research Advisor\*
  - Collaborate with RP's Advisory Board (EFPA's Board of Educational Affairs) and ensure the research ethical approval process.
  - Attending the EFPSA Research Summer School.
  - Facilitating the attendance of researchers of the EFPSA RP to the annual EFPSA Congress.
  - Developing and improving the Journal of European Psychology Students.
  - Facilitating the development of the JEPS Ambassadors network.
  - Developing and improving EFPSA's Study and Travel Abroad\* service.
  - Overseeing the development of the internships database.


*General requirements for the position of a Board member (insert link)*

#### *Requirements Specific to this Role*

- Interest in academia.
- EFPSA experience, specifically within the Board and/or in one of the three\* EFPSA Services (JEPS, RP and STA) is strongly encouraged, but not essential.
- Communication and public speaking skills.
- Networking skills.
- Having a vision for the further development of the role.
- Systematic approach.

#### *Time Investment*

- Availability to work on average 15-17 hours a week on EFPSA and you are flexible in allocating your time during the week.
- Should you be concerned about the time investment, please do not hesitate to contact any current or past Board members. Many before you have taken this opportunity successfully while simultaneously studying or working.



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 interest in this position, please contact the current Academic Affairs Officer ([academic@efpsa.org](mailto:academic@efpsa.org)).

*\*This change is pending approval at the March e-voting 2021*