

Role Description | Data Management Responsible

Team | EFPSA Office
Accountable to | Secretary General

Purpose of the Role

- Working closely with the Working Community in tracking the development of the Federation
- Following the requirements of the European Union regulations regarding GDPR.

Main Responsibilities

- To gather quantitative and qualitative information from the work done by the Working Community and concerning EFPSA in general
- To analyse the data gathered and compare it with the data from the previous mandates
- To archive the materials and data collected
- To provide a report with data descriptive and consequent analysis
- To assure that the Working Community is familiar with the GDPR, and to assure that our data is kept in a responsible manner

Tasks

- Contacting the Working Community to review the type of data to be gathered and analysed
- Collecting information regarding the reach and outcomes of EFPSA Campaigns, Services, and Events
- Analysing the data gathered in terms of frequencies and correlations
- Analysing the Working Community feedback forms from the previous mandate
- Providing a full report at the end of the mandate with the results of the data analysed throughout the mandate, including comparisons with different mandates
- Supporting the EFPSA Office with tasks concerning the team
- Engaging in EFPSA's internal virtual communication tools and platforms (Skype, Podio, etc.)
- Preparing materials for the Working Community with the information about how to comply with the GDPR
- Managing and archiving internal data, ensuring it is in accordance with the GDPR (anonymization of data, assuring that consent given for the usage of certain data was taken into consideration)

Requirements

- A strong command of the English language
- Attention to detail and meticulous working
- Basic statistical knowledge (Excel, SPSS, R, or equivalent)
- Organisational skills

- Experience in data analysis (preferable)
- Familiarity with EFPSA's structure

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 Data Management Responsible on datamanagement@efpsa.org.