

## **Role Description | Senior Editor \***

*Team* | Journal of European Psychology Students (JEPS)

*Accountable to* | Academic Affairs Officer and JEPS Editor-in-Chief

### *Purpose of the Role*

- Guiding and aiding the publication process
- Coordinating publications in the JEPS Bulletin
- General promotion of JEPS

### *Main Responsibilities*

- To aid the JEPS Editor-in-Chief in overseeing active 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
  - 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
- Communicating with academics and professionals within the psychology community; promoting JEPS at academic events
- Providing the JEPS Editor-in-Chief with administrative support

Together with JEPS Editor-in-Chief:

- Maintaining contact with all JEPS Team through regular online meetings and written communication
- 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
- Contacting other EFPSA teams and collaborating on common projects with them

### *Requirements*

- A strong command of the English language
- Excellent teamwork, organisation, coordination and stakeholder management skills
- A strong interest in psychology and scientific publication
- EFPSA experience, specifically within JEPS and the Journal Management System, is strongly encouraged
- Previous experience in leadership positions is desirable

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 Editor-in-Chief \* on [journal@efpsa.org](mailto:journal@efpsa.org).

*\* Please note that this is pending approval by the March e-voting, 2021*