

## **Role Description** | Study & Travel Abroad (STA) Coordinator

*Team* | Study & Travel Abroad (STA) Service

*Accountable to* | Academic Affairs Officer

### *Purpose of the Role*

- Coordinating the Study & Travel Abroad (STA) Service 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 Study & Travel Abroad (STA) Service and other EFPSA teams when necessary
- To mentor or guide members on any current projects
- To maintain a constant flow of communication with the Academic Affairs Officer

### *Tasks*

- Leading and coordinating the Study & Travel Abroad (STA) Service
  - 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 Study & Travel Abroad (STA) Service 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 the Study & Travel Abroad (STA) projects (e.g. Internships Task Force, new hostel deals)
- 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
- Overseeing the work of Internship Task Force
- Collaborating with the Member Representatives (MRs)/ Member Organisations (MOs) for possible facilitation of student 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 accounts of STA
  - Helping to the team members for the STA blog
- Collaborating with the EFPSA Executive Board members for their contribution to Study & Travel Abroad (STA) projects

### *Skills and Requirements*

- Leadership skills
- Good English and communication skills
- Time and project management skills
- Team working and organisational skills
- Basic knowledge of Google docs and drive
- 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) or the Academic Affairs Officer on [academic@efpsa.org](mailto:academic@efpsa.org).