

Role Description | EFPSA Exchanges Responsible

Team | Study & Travel Abroad (STA) Service

Accountable to | Study & Travel Abroad (STA) Coordinator;
Academic Affairs Officer

Purpose of the Role

- Promoting and facilitating exchanges between EFPSA Member Organisations (MOs)/Local Organisations (LOs)

Main Responsibilities

- To support EFPSA's Member Organisations (MOs)/Local Organisations (LOs) in regard to EFPSA student exchanges through effective feedback and guidance at all stages of the organisation of the exchange
- To maintain a constant flow of communication with the Study & Travel Abroad (STA) Coordinator

Tasks

- Overseeing the work of Internship Task Force for the Internship Database
- Connecting people interested in organising and attending EFPSA Exchanges
- Supporting Member Organisations (MOs)/Local Organisations (LOs) in finding suitable partner organisations with whom to plan the exchange
- Supporting the organisations and providing effective feedback in finding and applying for suitable and relevant grants, partnerships or sponsorships in collaboration with the Finance Office (FO)
- Supporting Organising Committees (Org Coms) by providing trainers for EFPSA Exchanges in collaboration with the Training Office (TO)
- Guiding and supporting the organisations in the administration and fulfilment of the exchanges in terms of logistics, finances and management



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- Creating and maintaining a platform through which past exchange participants and organising committee (Org Com) members can share their exchange experience with other European psychology students
- Ensuring that there is outreach of EFPSA's Events, Services, and Campaigns during EFPSA Exchanges, through collaboration with the organisations
- Effectively promoting the Study & Travel Abroad (STA) Service through various channels and mediums
- Contributing to common projects of the other Study & Travel Abroad (STA) members
- Editing STA blog with the team members

Skills and Requirements

- Good English and communication skills
- Time and project management skills
- Team working and organisational skills
- Basic knowledge of Google docs and drive
- Previous experience in grant writing and/or organisation of student exchanges (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 or the Academic Affairs Officer on academic@efpsa.org.