

Role Description | EFPSA Internship Responsible

Team | Study & Travel Abroad (STA) Service

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

Purpose of the Role

- Managing the internships platform.

Main Responsibilities

- To effectively build and maintain the database of institutions
- To facilitate students' internship opportunities by providing them with detailed information
- To be the link between institutions providing internships and students
- To maintain a constant flow of communication with the Study & Travel Abroad (STA) Coordinator
- To establish internship collaborations with possible institutions

Tasks

- Overseeing the work of Internship Task Force for the Internship Database
- Maintaining and developing EFPSA's internship database in order to ensure the provision of accurate information
- Collaborating with the Member Representatives (MRs) on relevant topics
- Communication with relevant internship institutions to plan and organise internship opportunities
- Coordinating and managing internship calls and their promotion, selection, and evaluation
- Working together with the STA team for housing and discount opportunities for the interns



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- Encouraging students to share their internship experience stories and effectively collecting and archiving this information
- Effectively promoting the Study & Travel Abroad (STA) Service through various channels and mediums
- Contributing to the common projects of the Study & Travel Abroad (STA)
- 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

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.