

## **Assistant Manager Job Opportunity at EAPP Executive Committee**

The Executive Committee (EC) of EAPP are looking to appoint a new Assistant Manager to the EC, starting in June this year. We are very grateful to Francesca Golfieri for her work in this role during the past year but as she is moving forward in her career, she can sadly no longer work for us. We wish Francesca every success with her future endeavours and we welcome applications from new candidates for the role. Please share this information with anyone who might be interested in applying.

### **Eligibility criteria:**

- Availability to work for 5-10 hours per week on a flexible basis with more hours during certain periods such as during the European Conference of Personality in July of even years and other EAPP events.
- Willingness and ability to work from home, and travel to EC meetings in diverse locations of Europe 1-2 times a year (subject to Covid-19 travel restrictions).
- Experience with and ability to perform most (if not all) tasks listed below, or the willingness to learn them autodidactically.
- Affinity with and preferably some experience in academia in general, and personality psychology (broadly defined) in particular.
- Excellent communication skills.
- Friendly and conscientious personality with a pro-active and independent working style.
- Fluency in oral and written English.
- Ability to send monthly invoices for the number of billable hours.

### **What we offer:**

- A varied and interesting role that offers a great opportunity to build up a diverse skill set and work with varied groups of people.
- Financial compensation for the work as an independent contractor based on an hourly rate (considering holidays, social and health insurance etc. in line with local customs and regulations). The level of financial compensation is expected to reflect the skill level and experience of the applicant as well as market compensation in the country where they are based.
- Opportunities to travel to and participate in EAPP events (subject to Covid-19 travel restrictions) with travel costs being reimbursed.
- Opportunity to collaborate with and be part of a highly motivated team of psychological scientists.

### **Key tasks:**

- Support the EC with administrative tasks, such as preparing, updating, or archiving documents; facilitating workflow between the EC members; taking minutes, and providing any other administrative support to the EC as required.
- Manage, organise, and keep track of deadlines of the EC and EAPP activities.
- Assist with planning, organising, and coordinating the EC meetings and any other EAPP events;
- Communication with EAPP members and other scientific organizations, managing queries and any other organisational requirements.
- Manage and maintain accurate and up to date membership data in the relevant databases and systems, in line with Data Protection legislation.
- Assist with financial planning and reporting.

Interested applicants may apply by sending their CV along with a motivation letter, a letter of reference, and a quote for the work based on their hourly rate not exceeding 15,000€ per year to [secretary@eapp.org](mailto:secretary@eapp.org) as soon as possible but by the 14<sup>th</sup> of May 2021, at the latest. Those who are shortlisted will be invited to an interview on Microsoft Teams or alternative virtual meeting platform.

For more information about this position, please contact Anu Realo, President of EAPP at [president@eapp.org](mailto:president@eapp.org).