

Posts descriptions for the EARA Student and Early Career Network (SECNet) Committee

1. REPRESENTATIVE

Two year position: The post of a Representative offers numerous opportunities to shape the Student and Early Career Network, to network with students and senior scientists from all over the world, to develop leadership skills, and to socialize. Please note that this position is restricted to European citizens, and is open to both students and early career members. Specifically the post includes:

Representation on the EARA executive committee: The person is member of the EARA executive committee and represents the SECNet in all EARA meetings, which usually take place at EARA conferences. In these meetings he/she should introduce the views of students and early career researchers and can help to improve the position of students and early career researchers. He/she has to work in close collaboration with the EARA president.

Communication with SECNet members: He/she has to communicate with the students and early career researchers and has to inform them on all issues concerning the SECNet. He/she is also the contact person for any EARA student or early career researcher for problems or suggestions. Communication takes place through our list server.

Maintenance and development of the SECNet: The representative is responsible for maintaining electronic records of the SECNet activities and developments occurring during their term as representative. These include notes from EARA executive council and SECNet meetings that occur at the biennial conferences. He/she is responsible for passing these records to the incoming representative once their term is complete. Any minor changes or initiatives taken with regards to the SECNet should be the result of an open and democratic discussion with the SECNet committee, whilst major changes to SECNet should be discussed with the SECNet committee, its members and the EARA council. He/she is responsible for arranging the election of the new deputy representative and other committee members.

Shared responsibility for SECNet activities and information including:

1. Monitoring and helping to maintain the SECNet website in close communication with the SECNet secretary and (proposed) EARA Council appointed web-master. On the web-site, he/she also publishes small reports on activities attended by SECNet members, e.g. biennial meeting, participation in other conferences, and the Summer School. Of course, he/she can also ask other students to write such a report.
2. Overseeing the development of SECNet activities at EARA conferences, in close collaboration with the Deputy Representative and the Student Conference Organizer. He/she has to prepare the SECNet meeting, set the agenda for discussion, and encourage candidates to apply for committee positions. At the conference, the Representative should be active in gathering the views of SECNet members in order to represent these at council meetings.

Communication with SRA Representatives: During recent years, a close collaboration between the SECNet and the SRA Emerging Scholars Community emerged. As a result of this collaboration, one additional task is to communicate and collaborate with SRA's Emerging Scholars Representatives in order to promote the strong relationship between the two communities and to improve a scientific exchange for the students of both societies.

2. DEPUTY REPRESENTATIVE

Two year position: The Deputy Representative will serve for two years under the guidance and close collaboration of the Student and Early Career Representative. During these years he/she is informed, takes part and helps in the decisions and activities of the Student and Early Career Representative, which will involve some e-mail communication and scheduling student friendly events for the biennial EARA conference. In the first two years of their post, the Deputy Representative is encouraged to proceed with initiatives designed to widen the membership of the SECNet. Please note that this position is restricted to European citizens, and is open to students and early career members who are not more than two years in receipt of their PhD.

3. COMMUNICATIONS MANAGER

This person is responsible for maintaining and updating the existing SECNet mailing list in collaboration with the EARA executive council. This includes gathering some information on members (affiliation, interests etc) to inform SECNet initiatives and the online membership database, He/she is responsible for forwarding information on career development and networking opportunities such as jobs and conferences to the SECNet members and for publicising links to career and networking opportunities on the SECNet website. He/she works in collaboration with the SECNet representative and the (proposed) EARA council appointed webmaster to update the SECNet web-page. The management of the webpage is simple to explain and can be easily handled. Support will be on hand from the previous communications representative in order to ensure a smooth transition. This position is not restricted regarding the term in office. This position is open to international applicants as well as European citizens.

4. STUDENT CONFERENCE ORGANIZER

Two year position: The person should belong to the conference organizing university so he/she will be able to take part in the organizing committee meetings and activities. He/she works in close collaboration with the Representative and Deputy Representative and the organizing committee in order to facilitate student and early career participants as well as arranging the conference events for students. The tasks for the Student Conference Organizer circle around the organization of students and early career activities at the conference. He/she provides information and helps concerning issues of accommodation, travel and other details. They are also expected to answer emails from student and early career participants. In preparation of the EARA conference, the Student Conference Organizer takes care of a SECNet social event and the implementation of the SECNet meeting and other initiatives such as SECNet workshops in the program. He/She is responsible for clear and prominent advertising of all SECNet events on the conference website and in the online and printed programs. He/she should be responsible for all announcements regarding the EARA conference for students and early career researchers. This task offers many opportunities to get into contact with other students, to be creative, to actively participate in an intercultural setting, and to gain experiences in organizing social events.

5. INTERNATIONAL REPRESENTATIVE

Two year position: This is a new position intended for a non-European PhD student or early career researcher. Because it's a new position, there is lots of room for new ideas to increase international collaboration that retains a focus on, or links with, European research on adolescence. Activities could for example be (1) the organization of an international network meeting during conferences, (2) the organization of a conversation hour on cross-cultural research during conferences, (3) collaborating and communicating with SRA's Emerging Scholar International Committee Member, and (4) creating a special newsletter or contributing to emails for SECNet members on international collaboration, international opportunities, cross-cultural research and cultural differences between different national academic contexts.