



INS

International
Neuropsychological
Society

Founded in 1967

CALL FOR APPLICATIONS INS Student Liaison Committee

The INS Student Liaison Committee (SLC) was founded to foster international communication and networking among students of the neuropsychological sciences and to promote student development within INS. The SLC is currently seeking applications for three student representative positions and we look forward to reviewing your application!

Application Deadline: June 30th, at 11:59 pm EST

ELIGIBILITY TO APPLY

Three positions are currently open for In-training Members of INS. Please be advised that the location requirements vary by position.

AVAILABLE POSITIONS

- **Co-Chair (2)**
 - North American representative
 - Non-North American representative
- **Global Engagement Representative (2)**
 - *Can be located anywhere globally*
- **Mid-Year Meeting Program Representative (1)** (for Dublin 2026 Meeting)
 - *Preference for trainees located in Ireland*
- **Member-At-Large (1)**
 - *Can be located anywhere globally*

BENEFITS

- ✓ **Organizational leadership** experience
- ✓ **Network with international leaders** in neuropsychology
- ✓ **Be a voice for students & trainees** in the neuropsychological sciences
- ✓ **Fee waiver** for INS meeting registration

REQUIREMENTS

Specific roles and responsibilities for each position are described below. Time commitment averages approximately 10-15 hours/month, but may increase during major projects specific to each position (e.g., conference planning, analysis of survey data, etc.).

The following is required of all SLC representatives:

- ✓ Current Student/Associate Membership in the INS
 - If you're not already an INS Member, please join here before submitting your application: <https://www.the-ins.org/join-ins/member-application/>
- ✓ Active participation in quarterly conference calls
 - Report ongoing efforts and progress towards position goals
- ✓ Attendance at INS North American and/or Mid-Year Meeting(s), including:
 - Participation in the SLC programs and social/networking events
 - Support for the INS staff as needed
 - Training and orientation of new committee members

INS SLC REPRESENTATIVE ROLES AND RESPONSIBILITIES

CO-CHAIR

2 Positions Available

2 year term (plus additional year as “past co-chair” role)

Preferable Qualifications:

- Strong time management, planning, and organizational skills
- Excellent social and communication skills
- Familiarity with cloud services (e.g., Google Drive) and MS Office (i.e., Excel, PowerPoint, Word)
- Previous experience managing multiple ongoing projects/initiatives

Position 1 (must be located outside of North America)

Start Date: July 5th, 2025 (i.e., after the Brisbane 2025 mid-year meeting of INS)

Responsibilities:

- Work closely with North American SLC Co-Chair to direct SLC initiatives and goals
- Coordinate and oversee international SLC representatives and ongoing activities
- Liaise with INS committees on trainee initiatives (e.g., Education committee)
- Liaise with INS Board of Governors throughout the year
- Compile and present SLC report for Board of Governors meeting during Mid-Year meetings
- Assist with orientation of new Co-Chair at the end of the 2-year term and provide mentorship to new co-chairs during past co-chair year

Position 2 (must be located in North America)

Start Date: February, 2026 (i.e., after the Philadelphia 2025 annual meeting of INS)

Responsibilities:

- Work closely with Non-North American SLC Co-Chair to direct SLC initiatives and goals

- Coordinate and oversee international SLC representatives and ongoing activities
- Liaise with INS committees on trainee initiatives (e.g., Education committee)
- Liaise with INS Board of Governors throughout the year
- Compile and present SLC report for Board of Governors during the Annual meeting
- Assist with orientation of new Co-Chair at the end of the 2-year term and provide mentorship to new co-chairs during past co-chair year

GLOBAL ENGAGEMENT REPRESENTATIVE

2 Positions Available

Start Date: July-August 2025

*1(+)
year term*

Can be located anywhere globally

Responsibilities:

- Assist with ongoing projects (e.g., INS-SLC “Student Highlights,” mini-webinar series project, “How to become a neuropsychologist” project)
- Work with the INS Global Engagement Committee to build international networks for INS students/trainees
- Serve as a point of contact for INS student members and interested parties internationally
- Distribute updated INS Outreach information to relevant listservs/ mailing lists/ international contacts
- Compile and manage dataset with Neuropsychology training programs around the world, in collaboration with local representatives

Preferable Qualifications:

- Exceptional writing and communication skills
- Experience with web-based communication
- Familiarity with cloud services (e.g., Google Drive) and MS Office (i.e., Excel, PowerPoint, Word)
- Experience with video and image editing software is beneficial, but not essential

MID-YEAR MEETING PROGRAM REPRESENTATIVE (for Dublin 2026 Meeting)

1 Position Available

Start Date: July 2025

*1(+)
year term*

Preference for trainees in Ireland

Responsibilities:

- Work with INS Mid-Year Meeting Program Committee Chairs for Dublin 2026 to:
 - Develop and organize professional development and academic workshops/panels
 - Solicit potential presenters
 - Select student abstracts for awards
 - Plan student social/networking event(s)

Preferable Qualifications:

- Students with exceptional planning/organizational skills
- Strong social and communication skills

- Previous experience in program development or leadership

MEMBER-AT-LARGE

1 Position Available

Start Date: November 2025

2(+) year term

Can be located anywhere globally

Responsibilities:

- Work with SLC Co-Chairs to assist with goals and responsibilities of greatest need within the committee
- Generating and drafting content for the INS Newsletter
- Secondary moderator of the SLC Google Group
- Encouraged to work with various individuals/committees as needed (e.g., Special Interest Groups (SIGs) Liaison, Science Committee, Newsletter Editor, and Education Committee.)

Preferable Qualifications:

- Strong social and communication skills
- Adaptability to meet the growing and changing needs of this dynamic role
- Exceptional writing and communication skills
- Experience managing multiple ongoing projects/initiatives

HOW TO APPLY

Current In-Training Members of INS are eligible to apply. Please email the following application materials to Aishani Desai and Kendra Pizzonia at insslapplications@gmail.com. If you have any questions about the details of the positions you may reach out directly to Aishani Desai (aishani-bharat.desai@hdr.mq.edu.au) and Kendra Pizzonia (ka104818@ohio.edu).

Deadline: June 30th, 2025 at 11:59pm (EST)

1. Complete the Application Form: <https://forms.gle/nDboGgYJVY2sRqed6>

This includes:

- a. Abbreviated Curriculum Vitae*** - Limited to two pages
- b. Cover Letter*** - Describe your qualifications and how you plan to contribute to the goals and mission of the SLC through your desired position; maximum of two pages

2. Letter(s) of Support

- a. Letter(s) of Support should be provided by a faculty sponsor and INS Regular Member
 - If faculty sponsor is a Regular Member of INS only one letter is required
- b. Letters of Support should be sent by your sponsor(s) by the deadline via e-mail to Aishani Desai and Kendra Pizzonia at insslapplications@gmail.com.