

Student Hub Coordinator for Experience & Engagement

Maternity cover – fixed-term position until January 31, 2027

Do you want to help create a welcoming, engaging, and inclusive Student Hub for undergraduate students from U.S. universities studying abroad in Copenhagen? As Student Hub Coordinator for Experience & Engagement, you will join our mission-driven team and play a key role in building a vibrant, supportive student community. You will design experiences, pop-ups, and events that support wellbeing, life skills, and belonging, while maintaining a visible presence in the Hub.

Student Hub at DIS

Each semester, DIS welcomes approximately 1900 undergraduate students from the U.S. Our goal is to provide opportunities for students to develop intercultural competencies, grow as independent learners, and gain life skills by living and learning in a new environment. The Student Hub is at the heart of student life at DIS — a space for connection, creativity, and community — and your role will help make it a vibrant, supportive place for all students.

As Student Hub Coordinator for Experience & Engagement, you will:

- Design and run life skills pop-ups, workshops, and engagement initiatives in the Hub
- Lead major Hub events, including the DIS Festival and the Activities Fair
- Support and coordinate student-led events and initiatives
- Take regular shifts in the Hub to connect with students and identify ways to improve the space
- Develop and maintain an Annual Events Wheel for the Hub
- Act as an ambassador for the Hub through communication with students, faculty, and staff

Tasks

- Plan and implement events, pop-ups, and workshops in collaboration with Student Life colleagues and students
- Coordinate logistics, scheduling, and communication for Hub events
- Engage with students in the Hub to understand their needs and provide informal guidance or support
- Collaborate with colleagues on initiatives that promote wellbeing, inclusion, and community
- Monitor Hub spaces and propose improvements to make them more welcoming and engaging

Start Date

April 1, 2026

Relevant Skills and Knowledge

- Experience in student engagement, event planning, or community programming
- Ability to multi-task and adapt quickly when plans change
- Comfort working directly with students and having supportive, sometimes challenging, conversations
- Strong collaboration skills and willingness to work across teams
- Fluent written and spoken English
- Interest in student wellbeing, inclusion, and community development
- Knowledge of, or familiarity with, the U.S. higher education system and undergraduate student experience

Additional Details of the Job

Your work will combine administrative and interpersonal tasks. You will plan and coordinate events, maintain schedules, and update communications while also engaging directly with students in the Hub. You will be expected to spend time in the Hub during the day, and occasionally in the evenings or weekends for special events.

About DIS

DIS – Study Abroad in Scandinavia is a non-profit foundation established in Denmark in 1959, with locations in Copenhagen and Stockholm. DIS provides semester, academic year, and summer programs taught in English for upper-division undergraduate students from distinguished North American colleges and universities. Our curriculum is intellectually challenging, cutting-edge, and enriched by experiential learning components, including faculty-led study tours across Europe.

DIS Work Values & Styles

- Cross-cultural learning
- Independence and initiative
- Communication and collaboration
- Creativity and problem-solving
- Professional development and relationship-building
- Friendly, supportive work environment

Application Process

If you are interested in applying, submit your CV and cover letter in English using the link below. Applications will be reviewed on a rolling basis.