Community Advisor

Do you want to help undergraduate students from U.S. universities develop meaningful communities during their exchange stay in Copenhagen? As a Community Advisor, you will join our mission-driven organization as a bridge between students and administration. You will build close relationships with the students and provide support and guidance throughout their semester abroad.

Community Advisors at DIS

Each semester, DIS hosts approximately 1700 students studying abroad from the U.S. who take a variety of undergraduate courses. Outside of the classroom, we have an overall goal that students learn to become more flexible and adaptable in other parts of their lives by living differently than they are used to on their home campus. Among other things, we want to give students an opportunity to strengthen their intercultural competencies and build their ability to see the world from a new perspective. Additionally, our housing team also supports over 400 local residents who are enrolled in different universities in greater Copenhagen, as well as homestay host families who open their homes to DIS students.

We are a team of 8-9 Community Advisors as well as a Housing Community Assistant. As a Community Advisor, you will:

· help students create healthy communities and build life and interpersonal skills
· collaborate with Student Life colleagues on various housing events and projects
· provide students with support and guidance throughout their semester abroad - from teaching students about resources in their housing to helping address interpersonal conflicts (note: additional professional support is also available to students) · work on a cross-cultural team dedicated to the DIS mission and upholding values of teamwork, innovation, and readiness for change

Main Tasks

· Plan and execute activities (from holding introductory meetings about practical topics to coordinating community building sessions for students)
· Host 3 evening dinners with the students each month at their housing site
· Coordinate and perform administrative tasks such as making cleaning rosters for students and filing expense claims
· Respond to emails from students about practical questions, challenges in relation to their stay in Copenhagen, and how to build their community at the residence halls
· Guide and mediate conflicts between students
· Collaborate with the Facilities team to ensure housing quality and that spaces are being well maintained
· Be a support resource for local residents at a kollegium
· Assist with the recruitment of homestay hosts and home visits

Start Date

This is a full-time position. It begins January 1, 2027 with no expected end date.

Relevant Skills and Knowledge

· Ability to multi-task and move fast and efficiently when plans change
· Optimism and ability to see the positive in people and situations
· Can engage easily with students and are willing to have difficult conversations with students
· Knowledge of Excel and other Microsoft Office programs
· Experience on an exchange program or have lived in a housing collective; understand group living dynamic of young people
· Fluent written and spoken English is expected, and Danish is a plus

· Ability to be legally employed in Denmark (this position does not come with a work visa)
Becoming a Community Advisor does not require a specific education. In fact, the most important thing is that you have strong social skills and that you have a natural interest in the problems and challenges that young adults may face when they have to adjust to a new culture. If you have pedagogical or social pedagogical tools in your toolkit – it is definitely a plus. We are a large team and the ability to collaborate and compromise is expected.

Additional Details of Job

Your job will be both administrative and interpersonal, so it is important that you like that balance. You will spend your time both in front of the computer pulling data and looking at spreadsheets, and planning, coordinating, and hosting various events at housing sites and activities throughout the semester.

You will be expected to participate in various activities with the students that take place in the evenings and on some weekends throughout the semester (typically six days a month). For example, one evening could be community cooking and dining (note: not all of our housing facilities are located in central Copenhagen, so expect to commute throughout the city at times).

DIS Work Values & Styles

· Cross-cultural learning
· Independence and initiative
· Communication
· Creativity in the classroom
· Professional development and relationship-building
· Friendly work environment
· High-quality support & resources for faculty
· Collaborative co-working spaces and environment

Application Process

If you are interested in applying, submit a resume and application letter in English.