

Study Tours Coordinator – DIS Copenhagen

The Study Tours Department at DIS is expanding! We are looking for a new colleague to join our dynamic team as a Study Tours Coordinator. DIS provides semester, academic year, and summer academic programs taught in English, offering high-impact learning experiences for bachelor's students from North American colleges and universities. As a Study Tours Coordinator, you will work within a team responsible for planning and booking over 600 tailor-made study tours across Europe a year, with a focus on logistically seamless and relevant cultural programming.

In this role, you will be responsible for the planning and organization of a set of study tours, working across multiple departments to arrange logistics in Denmark, Sweden, Finland, Norway and the Baltics. To succeed, you should be able to facilitate close collaboration with different faculty and staff, communicate effectively with internal and external stakeholders, and maintain a high level of service throughout the process.

This role is a full-time junior position. It involves peak periods where flexible working hours are expected when necessary, including the possibility of weekends and evenings. As a Study Tours Coordinator, you are required to travel and co-lead study tours several times a year, as well as hold a 24 hour study tour emergency phone while tours are running. Our offices are located on Vestergade in the center of Copenhagen.

Primary tasks and responsibilities

- Planning study tours for the spring, summer, and fall semesters in close collaboration with our faculty and academic colleagues
- Coordinating all logistics from start to finish to ensure successful study tours, including facilitating operation with external suppliers
- Booking of social and cultural activities in the study tour destinations
- Ad hoc administrative tasks assigned as needed

You...

- have strong communication skills
- are a service-minded team player
- are good at multitasking and thrive in a dynamic working environment
- are flexible, open-minded, and work well under pressure
- have strong project management skills and attention to detail
- are comfortable using Microsoft products (e.g. Word, Excel, Outlook) for basic tasks
- are fluent in English. Fluency in Danish and any other European language is a benefit.

We...

- are a dynamic and international workplace with an informal and enthusiastic atmosphere
- strive to create a working environment in which each member feels welcome and supported, across all identities and life experiences
- are committed to building an inclusive learning environment
- are ambitious and passionate colleagues with a focus on cross-cultural understanding, collaboration, and innovation
- offer a salary package consisting of a set monthly salary according to qualifications, pension and private health insurance as well as a favorable lunch plan

Additionally, you can enjoy perks like:

- Complimentary barista coffee from our very own DIS coffee shop
- Massages at work
- Collaborative co-working spaces and environment
- Employee discounts
- Social outings
- Extensive professional development opportunities

Start date

August 1st 2025

Send us your application and your CV as soon as possible. Applications and CV should be in

English. Please note that we process received applications on an ongoing basis. Inquiries about the position can be directed to Assistant Director of Study Tours, Natalia Pfeifer, at nap@dis.dk