

Housing and Student Life Operations Coordinator

(maternity cover)

DIS is looking for a highly organized and service-minded operations coordinator to join our Copenhagen office.

DIS is a non-profit study abroad program for students from North American universities. We have locations in Stockholm and Copenhagen and provide semester, academic year, and summer programs taught in English.

Join our evolving Logistics Team and support seamless student experiences.

We are seeking a flexible and detail-oriented Operations Coordinator to join the Logistics Team in the Housing and Student Life (HoSL) department at DIS Copenhagen for a maternity leave cover.

This is a hands-on role within a newly established team that focuses on streamlining and improving logistical and administrative processes for our 1,600+ students each semester.

Key responsibilities

- Coordinate the Legal Residence Process for all students, including residence permit and CPR registration, in collaboration with the DIS Enrollment team, Danish immigration authorities and Kommune stakeholders
- Responsible for ensuring information disseminated to students related to the legal residence process is accurate and aligned across our communication platforms. Communication with students includes but is not limited to responding to individual emails, developing content for newsletters, and pop events around key Legal Residence Process deadlines
- Assist in wider planning and execution of Fall, Spring and Summer student Arrival Days
- Plan and execute the summer combo days for summer students who study in both DIS locations (Stockholm & Copenhagen) in coordination with Stockholm office
- Work closely with team and department colleagues to identify and implement process improvements that enhance operational efficiency and the student experience
- Perform other related duties as assigned to support team operations.

Some responsibilities may evolve over time as we continue to define task division and team structure.

Core competencies

- Confident managing complex logistical processes involving multiple external stakeholders
- High attention to detail and ability to ensure compliance with administrative and legal requirements
- A flexible team player comfortable working in an evolving team setup
- Strong interpersonal skills; able to communicate effectively with students and colleagues
- Comfortable using and learning IT systems to manage and improve workflows
- Excellent verbal and written communication skills in English, Danish is an advantage

The position is full-time (37 hours/week) including working a few weekends per year.

Application Requirements

Please submit the following via the application link below:

- A cover letter of maximum 1 page expressing your motivation for the position
- A resume

Applications will be reviewed on a rolling basis, and we recommend that you send your application as soon as possible. For further information about the position or our recruitment process, please contact Caitlin Miller at cami@dis.dk

Deadline: As soon as possible

Start date: 1st November 2025

Duration: Around 12 months (to be confirmed)

Location: Vestergade 5-7, 1456 Copenhagen K