

Study Tours Coordinator

The Study Tours Department at DIS is hiring! We are looking for a new colleague to join our dynamic team as a Study Tours Coordinator. As a Study Tours Coordinator, you will be part of 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 for DIS students.

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.

In this role, you will be responsible for the planning and organization of a set of study tours within a specific geographic area. 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.

Your primary tasks and responsibilities include:

- 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
- have experience using Microsoft products (e.g. Word, Excel, Outlook). Experience with digital project management tools (such as Monday.com) is a plus.
- are enthusiastic about and have a strong interest in digital tools and technology
- are fluent in English. Fluency in Danish and any other European language is a benefit.
- are already able to be legally employed in Denmark (this position does not come with a work visa)

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.

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.

Start date: November 16th 2026.

Inquiries about the position can be directed to Associate Director of Study Tours, Natalia Pfeifer at nap@dis.dk