Student Life Assistant

Do you want to support undergraduate students from U.S. universities develop meaningful experiences during their semester abroad? The Student Hub Assistant serves as a conduit for students seeking information, guidance, and support related to their health, well-being, and logistical aspects to their study abroad experience, as well as helping facilitate student events and activities. As the Student Hub Assistant, you will gain practical skills in service and intercultural communication through day-to-day operations. You will be part of the Student Hub team and report to the Manager of our Student Hub and Care Teams.

This Assistant position is a full-time internship over 15 months, as a part of the DIS Post-Graduate Internship Program for alumni.

Read more about the program here

Start Date

June 1, 2027 (duration: 15 months)

Who are you?

- DIS alum who has completed a Bachelor's degree or higher
- Enjoy face-to-face interactions with students, service-minded, prioritizing the needs of students and creating a supportive environment
- Independently motivated and proactive taking initiative to drive projects forward with an ambitious mentality
- Interested in event management and running student activities
- Tech-savvy, with an interest in digitalization, AI, and exploring how digital tools can enhance the student experience and improve workflows.
- Organized and detail-oriented
- Effective communicator, with the ability to convey written and verbal communication clearly and concisely
- Experienced in Microsoft Office Suite (Word and Excel), Adobe Creative Suite, and Outlook
- Outgoing and creative, contributing positively to team dynamics and student engagement
- Flexible and willing to learn new tasks quickly

Tasks & Responsibilities

- Front end and back-end programming in DIS Navigate App: Maintaining engagement plan and organizing posts and announcements about events and activities, community engagement, DIS clubs Affinity Groups and student groups.
- Creating and moderating student groups throughout term. (check once per day). Review flagged content, comment as needed, point students to resources as needed.
- Provide direct assistance to students at the Student Hub on practical aspects of studying at DIS and living in Denmark
- Organize logistics for various student events at the Student Hub, including Welcome Workshops, and contribute to the development of new Student events and activities
- Support DIS students in kickstarting and managing DIS Student Driven clubs, providing ongoing administrative assistance throughout the semester
- Update corkboards at the Student Hub with seasonal information about what is happening at DIS and in Copenhagen, ensuring it is easily accessible to students
- Provide general office administrative assistance as needed
- Co-lead Study Tours as relevant
- Collaborate across departments within DIS to encompass the total student experience

•Contribute to digitalization initiatives within Student Life, including exploring and testing AI and other digital tools to improve workflows, student communication, and service delivery.

Additional Job Details

Due to the cyclical nature of the semester system, the workload is typically very heavy during preparation for the students' arrival and the first weeks of every semester (January, May, August, and December). This is balanced with calmer periods during the semesters.

Interns are hired to work 37 hours a week, excluding lunch breaks. Normal business hours at DIS are approximately from 8:30 am – 5:00 pm. You can expect to spend the bulk of your working time during normal business hours; however, some tasks happen during the evenings/weekends.

DIS Work Values & Styles

• Cross-cultural learning
• Independence and initiative
• Communication
• Professional development and relationship-building
• Friendly work environment
• Collaborative co-working spaces and environment

Application Requirements

Please submit the following via the application link below:

•A cover letter of maximum 1 page expressing your motivation for the position, as well as what you hope to learn and gain in your time as an intern
•A resume

Optional: Recommendation letter(s) may be added to your application. You can also log-in to your application and add recommendations later, as long as the job posting is active. We do not accept any recommendations sent directly to DIS.

Applicants will be reviewed on a rolling basis, and online interviews will be held in January and February 2027.