

European Politics & Society and Justice & Human Rights
Program Assistant

Short name: EPS and JHR

The main goals of the internship position as the academic assistant in the European Politics & Society and Justice & Human Rights (EPS & JHR) department are to:

- Enhance your knowledge and skill in the field of international education by ensuring the smooth daily operations of the EPS & JHR department by assisting DIS and EPS & JHR administration, faculty, and students.
- Ensure the success of the EPS & JHR programs each semester through DIS-wide cooperation on special events, study tours, and daily tasks.
- Aide DIS administration in various ways to achieve DIS-wide goals.
- Advance your knowledge about the European Union, justice and human rights through research on Danish and European Institutions in vis-à-vis finding relevant course materials and academic visits for EPS & JHR study tours.

Job description:

Work in the EPS & JHR department will comprise of tasks in the following areas:

- Daily administration of the EPS & JHR programs in cooperation with the Program Director.
- Maintaining the department calendar and cooperating with DIS staff to ensure no time conflicts arise with the EPS & JHR events.
- Maintaining DIS Forum for EPS & JHR Department and EPS & JHR Courses throughout the semester.
- Maintaining electronic archives and department files.

Courses related tasks:

- Updating of the courses syllabi (semester to semester; dates, students)
- Proof-reading of the syllabi
- Take the students to relevant locations on their 1st class
- Check that all the students are on the relevant mailing list
- Maintain dialogue with class representatives
- Proof-read midterms & finals
- Create pictorials of events
- Help arranging and where possible take part in all field studies and study tours in the EPS & JHR fall, spring and summer program; there will be field studies most Wednesdays during the fall and spring semesters.
- Academic support for students enrolled in the above programs

Faculty contact:

- Assist EPS & JHR faculty with logistics for classes, guest lectures, field studies, make-up classes and special events.
- Assist faculty that requires assistance with syllabi, exams, papers, handouts, etc.
- Communicate frequently with DIS faculty on various issues including student attendance and participation, DIS policies and events, etc.
- Assist faculty in planning field study excursions and various academic visits.

Student contact:

- Coordinate programs' communication with students regarding classes, study tours, events, deadlines, etc. via orientation sessions, email, DIS Blackboard, and speaking in classes.
- Counsel students on academic issues and assignments
- Coordinate the Class Representatives for each EPS & JHR course, including holding meetings with the reps and encouraging the flow of communication between students, faculty and administration.
- Bridge the gap between students and faculty, as well as students and administration by attending all student events.

Study Tours:

- In cooperation of the EPS & JHR core class teachers prepare the academic and cultural portion the study tours.
- Lead study tours and/or prepare other EPS & JHR tour leaders.
- Cooperate with EPS & JHR faculty to arrange course-connected exercises on the study tours.
- Work closely with the Study Tour department to ensure all tour logistics are complete and finalized.
- In cooperation with the Study Tour department prepare and finalize the tour programs.
- Arrange and execute Study Tour orientations for students.

IEW and Institutional Relations:

- Background research/information about the IEW visitors.
- Find all relevant contact information about universities to be visited (fair reports, student enrollment, academic and finance agreements, programs related information on university websites).
- Prepare materials for IEW visitors and other DIS guests(syllabi, study tour booklets, enrollment lists, etc).
- Assist making practical arrangements for US trips.
- Assist arranging visits for faculty and study abroad office staff visiting from the US.
- Correspond with EPS & JHR contacts, create and update contact database for the program. Maintain good relations with contacts by bringing gifts and following up with thank you notes, holiday cards, etc.
- Expand EPS contacts in Copenhagen to achieve DIS-wide goals, such as interaction between DIS and Danish students.

Miscellaneous

- Create, implement, and arrange logistics for department events such as the EU Simulation Game, social events and dinners and others.
- Assist DIS administration and the DIS North American Office to promote the EPS & JHR program to potential students.
- Training of the new Program Assistant
- Additionally you will be expected to carry out various DIS-wide assignments i.e. marketing tasks, student services and projects, amounting to no more than 20% of your working time.

Qualities and Skills:

The EPS & JHR Programs Assistant should possess the following qualities and skills:

- independently motivated / self-starter / pro-active in your work
- team player

DIS Internship Job Description
Updated November 2010

- ability to juggle various tasks at the same time
- highly organized
- flexible and able to react well to immediate issues
- attention to detail and deadlines
- ability to manage logistics for tours, special events, guest lectures, etc.
- clear in written and verbal communication
- able to adapt to different work habits and teaching styles in order to cooperate with DIS faculty and staff
- ability to build relationships with DIS staff, faculty, and students in order to understand the constantly changing environment
- willingness to lobby on behalf of EPS & JHR faculty and students
- willingness to go beyond the job description to ensure the work is done well and each student has a great experience at DIS
- versed in Mac, Windows, Office, FileMaker, Outlook, Entourage, web etc.