

## **Architecture & Design Programs Assistant**

Short name: AD

The main goals of the Architecture & Design (AD) internship are to:

- Enhance your knowledge and obtain practical skills within the area of your education
- Manage short-term projects including day-to-day operations, marketing, overall organization of relevant architectural information
- Plan events to ensure an enriching academic and cultural environment for architecture students studying at DIS

### Job description

Work in the Architecture & Design Programs (AD) will comprise of tasks in the following areas:

- Faculty contact
  - Convey student problems or comments to professors in a constructive manner
  - Work with faculty to produce assignment briefs
  - Research and make studio site plans
  - Conduct daily administrative work – answering student and faculty questions, providing academic information, and serving as a resource for AD students & faculty
  - Assist faculty in administration of their Blackboard sites for class (DIS Forum)
  - Audio/Visual equipment set up for lectures
  - Constantly evaluate existing curriculum with the intention of developing new ideas and improvements to the program
  - Gather background reading material on every building and city for the faculty
  - Structure and teach tutorials for students on a needs basis
  - Assisting in at least 1 lecture class and 1 Journal class per week. Including guiding the students (in connection with interpretation what is being said by the Danish teacher)
  - Participating in architecture faculty meetings
  - Discussions with students and faculty about architectural solutions to students assignments, especially concerning the difference in methods of working for North American and Danish architects
- Study Tours
  - Design, coordinate, plan and co-lead (with professors) study tours to destinations such as Sweden, Finland, Germany, the Netherlands, Norway and Western Denmark
  - Coordinate with DIS Study Tour Coordinator the semester prior to all tours
  - Search for new buildings to add to the tours
  - Create the tour books to give to students
- Graphic design
  - Design of all tour books covers and physically copy and make the books
  - Design and update the marketing material for the AD department, such as posters, booklets pr program
  - Photograph current student work to add to the DIS portfolio of student work
  - Help students with computer questions
  - Help other departments with graphic design

- Student contact
  - Arranging meetings with students about practical and academic questions
  - Lead elections and run monthly AD class rep meetings
  - Listen to student suggestions and concerns and work to implement new ideas
  - Assist students first before any other office work
  - Plan social activities
  - Coordinate tasks of AD Work Study Students
  - Planning of the students' presentations of architecture projects
  - Contact with the students at the drawing tables
  
- Assist AD director in editing and producing semester syllabus including the physical production of the syllabi and design of covers
- Produce and edit text for the DIS website regarding Architecture and design programs and courses
- Input and update data in the DIS database (a CMS system)
- Practical matters regarding studio setup
- General office chores
- 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.