

Danish Language and Culture Program Assistant

Short name: DLC

The main goals of the Danish Language & Culture internship position are to:

- Enhance your knowledge and skill in the field of international education by ensuring the smooth daily operations of the Danish programs and by assisting DIS and Danish Language and Culture administration, faculty and students.
- Ensure the success of the Danish program 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.
- Comprehend the pedagogic aspects of the Danish Language and Culture studies and instruction in order to improve and develop the existing courses.
- Acquire (further) knowledge about Danish culture and language through assisting faculty in classes and field studies.
- Study and learn the practical aspects of a study abroad program, e.g. institutional relations, cooperation with Danish universities, adjustment of students' expectations, etc.
- Familiarize yourself with the marketing strategies in study abroad, and contribute to the production of marketing material (catalogue and brochures) and promotional activities (e.g. workshop for American partners).
- Acquire basic knowledge in project work.

As the Danish Language and Culture intern your primary area of responsibility will be tasks associated with the DIS Language and Culture program. A secondary area of responsibility will be assisting in various relevant operations within the organization.

Job description

Work in the Danish Language and Culture department will comprise of tasks in the following areas:

- Program-related tasks (DLC, specifically):
 - Updating of the courses' syllabi and study plans (semester to semester; dates, etc.)
 - Proof-reading of the syllabi, midterm and final exams, and other relevant class material
 - Direct students to relevant classrooms during the first week of classes
 - Check that all the students are on the relevant mailing list
 - Updating course calendars and schedules (field study, class schedules, semester calendar)
 - Help with arrangements for and take part in field studies in the Danish Language and Culture program; there will be field studies most Wednesdays during the Fall and Spring semesters
 - Academic support for students enrolled in Danish Language and Culture
- Semester (pre/post) and Orientation Week related tasks:
 - Participate in/coordinate all relevant Orientation Week activities
 - Assist the housing department in welcoming students on arrival day and disseminating relevant arrival information
 - Assist Director of Danish Language and Culture and Housing Staff in coordinating student orientation to the City of Copenhagen during a three-day arrival workshop (Urban Awareness/city-wide scavenger hunt)
 - Coordinate café night attendance for Danes in the DIS buddy network
- Student contact:
 - Coordinate program's communication with students regarding classes, study tours, events, deadlines, etc. via orientation sessions, email, DIS Forum, and speaking in classes
 - Counsel students on academic issues and assignments
 - Plan and coordinate cross cultural activities for students enrolled in the Danish classes.

- Bridge the gap between students and faculty, as well as students and administration by attending all student events
- Faculty related tasks:
 - Assist faculty with logistics and equipment for classes, guest lectures, field studies, make up classes and special events
 - Act as a teaching assistant for faculty who require assistance with syllabi, exams, papers, handouts, etc.
 - Communicate frequently with DIS faculty on various issues including student attendance and participation, DIS policies and events, deadlines, etc.
 - Assist faculty in planning field study excursions for various academic visits
- Study Tours:
 - Co-lead study tours and/or prepare other tour leaders; responsible for logistics on actual study tour
 - Work closely with the Study Tour department to ensure all tour logistics are complete and finalized
- IEW and Institutional Relations:
 - Danish Language and Culture Department
 - Prepare materials for IEW introductory Danish classes
 - Assist in coordinating an urban awareness activity for participants
 - Background research/information about the IEW visitors
 - Take participants to various classes
 - Assist Institutional Relations Coordinator during international educators workshops
 - Create arrival bags for IEW visitors (schedules, DIS alumni, student lists, access cards, invoices, etc.)
 - Coordinate student meetings for the participants
 - Assist at the IEW information desk
 - Various logistical tasks associated with preparation for the week-long workshop
 - General
 - Assist with visitors (faculty, study abroad advisors, etc.) to DIS (building tours, coordination, welcome bags etc.)
- Blackboard and web-related tasks:
 - Update course/program information
 - Create and maintain Blackboard calendars for each course
 - Coordinate with faculty to post all relevant Blackboard-related materials (links, files, poles, etc.)
 - Download and store all information posted in the Blackboard by professors to save for student use
 - Update course/program information (CV, phones, locations)
 - Check that all students and faculty are in the relevant courses and programs
 - Pictorial updates
 - Check regularly that each program web pages are functional and up-to-date
- Miscellaneous
 - Various ad hoc projects
 - Hold student consultations to assist students with assignments and other practical matters related to their stay and travels in DK and abroad
 - Assist other departments with various projects/tasks.
 - Assist in the preparation of program related material for DIS catalog
 - 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 Danish Language and Culture Program Assistant should possess the following qualities and skills:

- independently motivated/ self-starter /pro-active in your work
- team player
- ability to juggle various tasks at the same time
- highly organized
- flexible and able to react well to immediate issues
- attention to details 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 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.