

Housing & Student Affairs Assistant

Short name: Student Affairs

The Housing and Student Affairs internship will enhance your skills and knowledge within service, marketing, recruiting and intercultural communication.

Job description

Work in the Housing & Student Affairs department will comprise of tasks in the following areas:

- General tasks
 - Serve as an information source towards students regarding practical/logistical aspects of studying at DIS and living in Denmark
 - Plan and further develop the social and cultural program at DIS including the Student Activities Committee (SAC), Choir, different contests as well as other events throughout the semester
 - Assist in coordinating the weeklong Arrival Workshop
 - Coordinating and organizing the Arrival Bag materials
 - Assist in recruiting new host families, Danish Roommates, kollegium rooms as well as young people for the DIS Buddy system.
 - Twice a year help with IEW (International Educators Workshop) in various capacities such as organizing student panels, packing arrival bags and staffing the information desk throughout the week
 - Attend and run social events that might take place outside normal office hours
- Student contact
 - Assist the Front Desk on a daily basis and the department in handling student requests, monetary exchanges and answering phones
 - Assist the department with student requests, service, counseling and ongoing administrative tasks
 - Streamline and further develop the overall communication between DIS and students i.e. DIS Forum, DIS Newsletters and various information publications
 - Responsible for our Student Activities Committee (SAC)
- Skills/personality desired:
 - outgoing, creative and service minded
- 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.