

## **Sociology Program and Volunteer Program Assistant**

Short name: SOC

You will be expected to work as the academic assistant in the Sociology (SOC) program and Volunteer program. The main goals of the internship position are to:

- Enhance your knowledge and skills in the field of international education by ensuring the smooth daily operations of the SOC and Volunteering programs by assisting DIS administration, SOC faculty and students.
- Ensure the success of the SOC and Volunteering 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 Danish / European cultural, historical, academic institutions and NGOs through research vis-à-vis finding relevant SOC course and study tours materials as well as helping in daily work with Volunteer program.
- Acquire (further) knowledge about migration and integration issues as well as community service in Denmark and the EU as well as in other neighboring countries through assisting faculty in classes and field studies and working closely with volunteer sites coordinator.
- Study and learn the practical aspects of study abroad program, e.g. institutional relations, cooperation with Danish universities, adjustment of students' expectations, etc.
- Familiarize yourself with the marketing strategies in the study abroad, and contribute in production of the marketing material (catalogue and brochures) and promotional activities.
- Acquire basic knowledge in project work.

### Job description

Work in the Sociology department will comprise of tasks in the following:

- Daily administration of the SOC program in cooperation with the Program Director.
- Assisting in the planning and logistical arrangements for program events, guest lectures, field studies, and program study tours.
- Maintaining the department calendar and cooperating with DIS staff to ensure no time conflicts arise with the SOC events.
- Maintaining DIS Blackboard for SOC department and SOC courses throughout the semester.
- Maintaining electronic archives and department files.
- Updating and maintaining web pages for SOC program, SOC study tours, and SOC courses
  
- 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
  - Set up class representative meetings
  - Proof-read midterms & finals
  - Create pictorials of events

- Help arranging and take part in as many field studies and study tours as possible in the SOC fall, spring and summer program; there will be field studies most Wednesdays during the fall and spring semesters.
- Semester (pre/post) and Orientation Week related tasks:
  - Help preparing all program orientations and program welcome socials, and creating welcome letters before the semester start
  - Help preparing SOC and summer program handbookAttend all relevant Orientation workshop activities
- Student contact:
  - Coordinate program's 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, direct students to appropriate DIS services (i.e. teaching and learning center, study tours department, housing and student services)  
Coordinate the Class Representatives for each SOC 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 and communicating frequently with students.
- Faculty related tasks:
  - Assist faculty with logistics and equipment for classes, guest lectures, field studies, make up classes and special events.
  - Help 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, deadlines, etc.
  - Assist faculty in planning field study excursions and various academic visits.
- Study Tours:
  - Assist preparing the academic and cultural part of the SOC study tours.
  - Lead study tours and/or prepare other tour leaders.
  - Cooperate with Program Director and faculty to create course-connected exercises on the study tours.
  - Work closely with the Study Tour department and faculty of the core class 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.
  - Arrange additional material and gifts for study tours
- International Educator's Workshop (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).

- Compile lists of SOC courses, program events, and field studies for IEW program.
- Assist making practical arrangements for US trips.
- Assist arranging visits for faculty and study abroad office staff visiting from the US.
- Forum and web related tasks:
  - Update courses/programs information
  - Create and maintain Forum calendars for each course
  - Post all relevant Blackboard related materials in consultancy with faculty (links, files, poles, etc.)
  - Download and store all information posted on 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 correct
- Miscellaneous
  - Various ad hoc projects
  - Planning and attendance of all programs related "Get Togethers"
  - Assisting 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 projects, and DIS wide events, amounting to no more than 20% of your working time.

Work for the Volunteer Program will comprise of tasks in the following areas:

- Actively engage students in community service and Danish society while in Copenhagen and provide a meaningful experience outside the classroom
- By working closely with Service Learning class Instructor and Volunteering Sites Coordinator as well as Program Director help students gain access to the community
- Help with the administrative tasks of the program from the phase of application to the evaluation of the program at the end of semester
- Be the contact for the students prior to arrival in Copenhagen
- Screen student applications
- Assist in matching students with appropriate organizations
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- Maintain contact with students during their placement and follow up on their performance throughout the semester
- Assist in organizing and executing info-sessions and social events for the volunteers
  - Arrange Start-semester/intro meeting during the orientation week that helps students understand their commitment and DIS's expectations for their service.
  - Midterm meeting/ social event
  - End-semester/evaluation meeting

- Maintaining the Volunteer Program database and e-mail account, answering students' e-mails, sending information, etc.
- Assist in marketing the volunteer program and producing promotional material
- Update and administer evaluation schemes for students + organizations

Qualities and Skills:

The SOC Program and Volunteering 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 Windows, Office, FileMaker, Outlook, Entourage, web etc.
- Experience as a volunteer and or an understanding of service learning would be beneficial to this position.