

Study Tours Assistant

Short name: Study Tours

The main goal of the internship position in the Study Tours department is to advance your knowledge and skills by organizing study tours and trips in Denmark and abroad.

Job description

Work in the Study Tours department will comprise of tasks in the following areas:

- General tasks:
 - Research and collect historical/cultural information for study tour destinations
 - Coordinate and plan the logistics, cultural activities and meals for DIS study tours and adventure trips
 - Be a tour leader on study tours and other cultural visits throughout the semester
 - Design and prepare the study tour booklets
 - Create promotional materials i.e. posters, pamphlets etc.
 - Prepare the student visas for the Russia study tours
 - Prepare visas for non-US students on the Long Academic Tours
 - Conduct analysis of study tours upon their return to Copenhagen
 - Financial tasks concerning the study tours and adventure trips
 - Update the DIS database and website with study tour and other travel information
- Student contact:
 - You will assist students on a daily basis with questions related to DIS study tours via office walk-ins and e-mail correspondence. As tour leader on the study tours and adventure trips you will also get a chance to interact with students on a different level.
- 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.