

### **Sustainability & Environment Program Assistant**

Short name: S&E

You will be responsible for the Sustainability in Europe (SIE) and the Science & the Environment (SE) program. Additionally, you will in the summer semester be responsible for the two sustainability programs, and you might also be involved with other summer programs.

You will be working closely together with other academic program assistants, especially within Science & Health. There are many places that the work overlaps and each assistant helps out the other, but each assistant is assigned to his or her specific courses.

The main goals of the internship position as the academic assistant in the Sustainability & Environment (S&E) department are to:

- Ensure the smooth daily operations of the department by assisting DIS and S&E administration, faculty, and students.
- Ensure the success of the Sustainability in Europe and Science & the Environment 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 European perspective on sustainability through research on European institutions, organizations and companies in regards to finding relevant academic visits for SIE and SE study tours.

#### Job description:

Work in the Sustainability (SIE) department will comprise of tasks in the following areas:

- Daily administration of the programs in cooperation with the Director of the department.
- Maintain the department calendar and cooperating with DIS staff to ensure no time conflicts arises with the S&E events.
- Maintain DIS Forum for S&E Department and S&E Courses throughout the semester.
- Update course/program information on website
- Maintain electronic archives and department files.
  
- Faculty contact:
  - Assist S&E faculty with logistics for classes, guest lectures, field studies, and special events.
  - Act as a course assistant for 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, and official SIE department communication.
  - Distribute materials/messages to the students
  - Assist faculty in planning field study excursions for various academic visits

- Student contact:
  - Coordinate S&E communication with students regarding classes, pre-requisites, study tours, events, deadlines, etc. via orientation sessions, e-mail, DIS Forum, and speaking in classes.
  - Counsel students on academic issues and assignments in the S&E programs.
  - Assist students conducting independent research
  - Coordinate the Class Representatives for each S&E 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.
  
- Study Tours:
  - Prepare the academic portion of S&E study tours to Western Denmark, Sweden, UK, Germany, Netherlands and Greenland
  - Co-lead a study tour together with another tour leader, as requested by supervisor and/or study tour department
  - Keep the S&E faculty informed on which companies are visited on study tours.
  - Work closely with the Study Tour department to ensure all tour logistics are complete and finalized.
  - Prepare and finalize in cooperation with the Study Tour department, the tour programs and booklets.
  - Arrange and execute Study Tour orientations for S&E students.
  
- Help develop hands-on elements for students in the Sustainability in Europe program and the Science & the Environment program.
- Create, implement, and arrange logistics for department events such as Program Student Dinner.
- Cooperate with other academic departments on joint events
- Correspond with S&E contacts, maintain good relations with contacts by bringing gifts, and following up with thank you notes, holiday cards, etc.
- Update information on S&E contacts and companies in the electronic S&E contact database
- Expand S&E contacts in Copenhagen to achieve DIS-wide goals, such as interaction between DIS and Danish students.
- Participate in DIS-wide task forces on various subjects that may or may not involve S&E-specific issues.
- Assist in presenting the S&E programs at DIS conferences/workshops and to visitors from Partner Universities.
- Assist DIS administration and the DIS North American Office to promote the IBE program to potential students through personalized contact.
- Training of 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 S&E 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

DIS Internship Job Description  
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- Highly organized
- Flexible and able to react well to immediate issues
- Attention to detail and deadlines
- Ability to manage logistics for tours, special events, guest lectures, etc.
- Clear in written and verbal communication
- Versed in Windows, Mac, Office, FileMaker, Outlook, Entourage, web etc.
- 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 lobby on behalf of S&E faculty and students
- Willingness to go beyond the job description to ensure the work is done well and each student has a great experience at DIS