

Student Assistant for International Staff Office

Are you on the search for a study job, where you will be able to work with communication in an international context? Then you might be the person we are looking for at International Staff Office (ISO) at Aarhus University.

Work tasks

As our new student assistant, you will be responsible for various communication tasks across web, SoMe and print. Your main tasks include:

- Developing and creating written communication materials (English and Danish) for web and newsletters, which targets Ph.D.-students, researchers and accompanying family
- Promoting our activities on our various communication channels, which includes newsletters, websites and social media
- Working as a web editor by analysing statistics on our websites and newsletters
- Creating events in our sign-up system Eventværk
- Handling diverse practical and administrative tasks in the office
- Updating lists, creating reports and analysing data

Your tasks will vary greatly, and you will also be able to assist at various events depending on your schedule. You will be able to shape your own tasks and contribute with your own ideas.

About you

- You are a full-time student of higher education and expect to be able to be employed in the position for a minimum of 2 years. It is viewed as an advantage if you are a student at Aarhus University
- Your way of working is diligent and thorough, you take responsibility for your tasks and are detail oriented
- You are service minded and good at collaborating with others
- You have experience with or are interested in learning how to use new systems like Office365 (Word, PPT, Excel, Forms etc.), TYPO3, Eventværk, Campaign Monitor and more
- You write and speak English fluently. You can read and understand Danish.

Our target audience is international staff and most of our communication materials are in English, however, we also communicate with administrative and academic staff in Danish. It is therefore important that you are proficient in both Danish and English.

Although we speak Danish at the office, we have a parallel language policy, which means that if Danish is not your primary language, you can choose to communicate in English instead.

Terms of employment and process

The scope of the position is on average 10 hours a week, but it will vary in certain periods depending on the number of tasks. Two workdays per week are expected. Salary and terms as agreed between the Danish Ministry of Taxation and the Confederation of Professional Unions.

Interviews are expected to be held on Friday the 15th of May 2026. Start date is early June or as soon as possible thereafter – we are flexible depending on possible exam schedules.

If you have any questions about the position, you can contact Marie Vorre Skydsgaard at marievorre@au.dk or Louise Langhoff Lønroth at louisell@au.dk.

About International Staff Office

Application Deadline:
10 May 2026

Institute/Faculty:
AU HR

Academic contact person:
Marie Vorre
Skydsgaard
Expat Partner Advisor
marievorre@au.dk
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Expected date of accession:
01/06/2026

The position is based in AU HR, International Staff Office (ISO). Our primary focus area is international staff, accompanying partners and family, Ph.D. students and guest researchers. We assist and develop the area of recruitment, onboarding and retention of international staff at Aarhus University. The unit consists of 10 employees and 1 student assistant. The workplace is Aarhus.

Feel free to look at our website www.internationalstaff.au.dk. Here you are able to read more about our services and who we are.

Aarhus University's ambition is to be an attractive and inspiring workplace for all and to foster a culture in which each individual has opportunities to thrive, achieve and develop. We view equality and diversity as assets, and we welcome all applicants.

The application must be submitted via Aarhus University's recruitment system, which can be accessed under the job advertisement on Aarhus University's website.

Aarhus University

Aarhus University is an academically diverse and research-intensive university with a strong commitment to high-quality research and education and the development of society nationally and globally. The university offers an inspiring research and teaching environment to its 37,000 students (FTEs) and 8.700 employees and has an annual revenue of EUR 1.106 billion. Learn more at www.international.au.dk/