

Student Counsellor for Economics and Business Administration – Aarhus BSS Studies – Aarhus University

Are you interested in working with professional conversations, projects and communication? Would you like to help develop, coordinate, and carry out activities for students in Economics and Business Administration that support their well-being and academic progress? Then you might be our new student counsellor.

We are looking for a new student counsellor for Economics and Business Administration. As a student counsellor, you will be part of the Guidance and Study Information at Aarhus BSS.

We are 14 permanent staff members, seven student assistants, and 17 student counsellors. In the Economics and Business Administration team, we are five student counsellors who work together to handle a wide range of tasks, all aimed at supporting our students' well-being and academic journey.

Main tasks include:

- Providing guidance to current and prospective students via email, phone, and in-person meetings.
- Participating in digital guidance activities on the web and social media, such as videos with guidance content, online presentations, etc.
- Planning and conducting group guidance sessions in the form of information meetings and events.
- Handling practical and project-oriented tasks related to major recruitment events.
- Developing, project manage and facilitate events and information flow for current international students in collaboration with colleagues.

We engage with all aspects of student life and must be able to communicate accurate and precise information about study regulations and opportunities, as well as refer students to relevant partners both within and outside the university.

In Guidance and Study Information, our goal is to help prospective students make informed and reflective educational choices and ensure that our students are aware of the frameworks, options, and opportunities that support their academic success.

The work is independent, but all tasks are carried out in close collaboration with fellow student counsellors, colleagues at Aarhus BSS Studies, departments, and study boards.

We expect that you:

- Are at least in your 3rd or 4th semester of the Bachelor's programme in Economics and Business Administration
- Have relevant work experience
- Are open, outgoing, trustworthy, and good at connecting with students
- Are flexible and a good team player
- Thrive in a fast-paced work environment
- Are willing and able to familiarize yourself with rules and curricula for the Economics and Business Administration programmes at Aarhus University
- Are structured and have a good sense of administrative and organizational matters
- Are proficient in English, written and spoken
- Some knowledge of the Danish language is an advantage

In return, we offer:

- An exciting student job that will develop you both professionally and personally
- Peer training and ongoing support from your guidance team
- A guidance training programme where you will gain professional tools and

Ansøgningsfrist:

14. april 2026

Institut/VD-område:

Administrationscenter
BSS

Fakultet:

Aarhus BSS

Faglig kontaktperson:

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Antal ledige stillinger:

1

Timer pr. uge:

11

Forventet

tiltrædelsesdato:

04-05-2026

training in handling individual and group guidance situations

- Continuous upskilling in guidance, communication, process and project management
- A large network of colleagues, associations, and partners at Aarhus BSS

Terms of employment and salary

The average weekly working hours are approximately 11 hours, but workload may vary depending on the academic calendar.

Salary is in accordance with the current agreement between the Ministry of Finance and the National Union of Student Teachers and the Association of Danish Medical Students.

Aarhus BSS Studies

We offer an exciting and challenging job in a dynamic organization. Aarhus BSS Studies is part of the faculty's administrative center, which supports research and education with administrative services in HR, building services, finance, IT and digitization, communication and external relations, PhD and study administration. Aarhus BSS Studies works with teaching and exams, student guidance and information, study board services, case processing, quality assurance, accreditation, and management information. The approximately 60 employees support the faculty's six departments and maintain ongoing dialogue with the Aarhus BSS leadership.

You can read more about the faculty and Aarhus BSS Studies here: <http://bss.au.dk/>

Workplace

Your primary workplace will be Aarhus BSS, Universitetsbyen 73-75, 8000 Aarhus.

Further information about the position

Applications must be submitted electronically and received no later than **14 April 2026**

Start date is **4 May 2026** or as soon as possible thereafter.

Interviews are expected to be held on **Wednesday 23 April 2026**.

In evaluating applications, we will emphasize academic progress, previous relevant work experience, and social and academic engagement both within and outside the university.

If you have questions about the position, feel free to contact the Student Guidance Office at +45 9352 2695 or email: counsellor.badm@au.dk, or Study Counsellor Lene Birkegaard Pedersen, lbp@au.dk, phone: +45 93508299

If you need help uploading your application or have questions regarding the recruitment process, please contact Sara Thordahl Lavridsen, e-mail: stl@au.dk.

Aarhus Universitet vil være en attraktiv og inspirerende arbejdsplads for alle og ønsker en kultur, hvor hver enkelt kan udfolde og udvikle sig. Vi ser ligestilling og diversitet som en ressource og opfordrer derfor alle interesserede til at ansøge.

Ansøgning sendes via Aarhus Universitets rekrutteringssystem, som kan tilgås under stillingsopslaget på Aarhus Universitets hjemmeside.

Om Aarhus Universitet

Aarhus Universitet er et fagligt bredt og forskningsintensivt universitet med høj kvalitet i uddannelse og forskning, og et stærkt engagement i samfundsudviklingen nationalt og globalt. Universitetet tilbyder et inspirerende uddannelses- og forskningsmiljø for 37.000 studerende og 8.700 medarbejdere med en årlig omsætning på 8,3 mia. kr. Læs mere på www.au.dk