

Student Assistant for Center Operations and AI-Augmented Administration Center for Hybrid Intelligence, Aarhus University

Are you a structured and proactive student who wants hands-on experience working at the intersection of humans and AI — and who is genuinely excited about putting that to work in how a research center operates?

We are now looking for a student assistant who can help us keep the center running smoothly while also actively contributing to how we evolve and improve the way we work. This is an opportunity to shape operations from the inside, implement AI-augmented workflows, and grow into a strategic support function for the center director.

Your role

You will support the day-to-day operations of the center — creating structure, maintaining overview, and keeping things moving — while also working with us to identify and implement generative AI and hybrid intelligence methods in our administrative and organizational practices.

Your tasks may include:

- Supporting center administration, projects and team members
- Maintaining timesheets, contracts, and internal tracking systems
- Supporting with onboarding and offboarding of team members and collaborators
- Helping prepare and organize administrative documents and meeting materials
- Maintaining documents, processes, and shared resources
- Contributing to improvements of administrative workflows and structure — through generative AI tools
- Helping test and apply AI-tools to support recurring administrative tasks such as document preparation and scheduling.
- Assisting with ad-hoc tasks - such as scheduling, briefing materials, correspondence, and follow-up on strategic priorities

Who we are looking for

We are looking for a student who is currently enrolled in a bachelor or master's degree program. Someone who enjoys creating structure and taking initiative — and who brings a genuine interest in AI and hybrid intelligence, not just as a research topic but as a practical lens for working smarter.

You likely:

- Are genuinely excited about generative AI and hybrid intelligence and want to actively experiment with and implement these tools in real workflows
- Are structured, detail-oriented, and reliable
- Take initiative and are comfortable working independently and making decisions
- Enjoy organizing information and creating overview
- Have strong written and spoken English skills
- Are comfortable working with digital tools (e.g. Microsoft Office, Google Workspace, Notion, or similar — and ideally AI tooling)
- Have an interest in working in a research or innovation environment

Previous experience is not required — but a proactive mindset and a clear point of view on AI are essential. We want someone who will bring ideas, not just execute tasks.

What we offer

- A student job at the frontier of human-AI research — where the work is directly related to the subject
- Real ownership over how the center operates and the chance to improve it, not just support it
- The opportunity to work closely with researchers, PhDs, the center director, and external collaborators

Ansøgningsfrist:
15. maj 2026

Institut/VD-område:
Institut for
Virksomhedsledelse

Fakultet:
Aarhus BSS

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**Forventet
tiltrædelsesdato:**
01-06-2026

- Freedom to experiment with AI tools and implement what actually works
- A flexible role with growing responsibility — toward strategy and direct director support, not just administration

Who we are

The Center for Hybrid Intelligence, located at the Department of Management at Aarhus BSS (Aarhus University), is an interdisciplinary team of researchers and practitioners from physics, computer science, human-computer interaction, management, economics, psychology, cognitive science and creativity studies exploring digital interfaces that facilitate collaboration between humans and AI algorithms. The Center also has an active role in the world of European Quantum Technology, aiming to create a quantum-ready society and to develop the workforce of tomorrow through the participation and management of several EU-funded quantum projects.

The Department of Management is part of Aarhus BSS, Aarhus University – a top 100 university. Aarhus BSS has achieved the triple-crown AACSB, AMBA and EQUIS accreditations.

The department has an international research and teaching environment, employs approximately 160 Danish and international researchers, academic staff, and PhD students. We excel in business management, including strategy, innovation, marketing, organisation, digitalisation, and accounting. Our aim is to deliver high-quality research, with a strong emphasis on publishing in leading academic journals and presenting at recognised conferences.

You can read more about the Department of Management at: <http://mgmt.au.dk>.

Practical information

- Working hours: approx. 15 hours per week
- Workplace: Universitetsbyen 61, 8000 Aarhus C
- Start date: June 1, 2026 or as soon as possible
- Applications must be submitted electronically and received no later than May 15, 2026.

For further information about the position and the department, please contact the Director of the Center for Hybrid Intelligence, Professor Jacob Sherson Tel.: +45 28775765, Email: sherson@mgmt.au.dk

If you need help uploading your application or have any questions about the recruitment process, please contact HR-koordinator Maria Grauert Bodin Løvgaard, Email: mgb@au.dk

Requirements and terms

You will be employed as a hourly-paid student assistant in accordance with the current collective agreement between the Danish Ministry of Taxation and HK stat.

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.