Onboarding mentor for international bachelor's students at Computer Science and IT Product Development, Aarhus University

Would you like to help create a great academic and social environment for new international students and support their transition into their new studies of Computer Science or IT Product Development? Are you good at planning and coordinating as well as wanting to take care of new students that don't know you, know each other or know the University? Then you might be the person we are looking for.

Job description and the job responsibilities

Three new international bachelor's programmes will see its beginning in August 2025 at the Department of Computer Science and Department of Mathematics. The academic content of the programmes will be identical to that of the already existing bachelor's program in both Computer Science and IT Product Development (and Data Science), but all teaching will be conducted in English and the recruitment will target international students. For the 2025 academic year there are 35 spots available for the international bachelor programme of Computer Science and 20 spots for IT Product Development. This means that we need support for up to 55 new students in their study start. Where it is relevant there will be collaboration with the mentors supporting the new international bachelor students at Data Science.

This job involves participating in the planning and execution of the introduction days (study start August 20th to 22nd 2025) for the new students in the international Computer Science and IT Product Development programmes. After the study start, you will continue to serve as an onboarding mentor throughout the students' first semester as well as preparing and executing a weekend event during the first semester. Note that there will be no 'tutors' associated with the international programmes (like there are Danish 'introduction tutors' for the new Danish students).

You will be part of a team of six to nine mentors associated with the international bachelor's program in Computer Science and IT Product Development (and collaborating also with mentors from Data Science). You will work in close collaboration with members of staff from the department; Christina Sanne Gøttsche and Louise Bødker Wøbbe, as well as other relevant staff and other collaborators.

Your tasks will include, but are not limited to

- Developing the program for the study start and introduction days in collaboration with responsible staff at the department and the other mentors.
- Coordinate and facilitate the introduction days and study start and all its parts together with the team and other relevant contacts, for instance other collaborators and Danish 'tutor' organizations where relevant.
- Supporting the introduction for and integration of the new students, and in general having a supporting role for their social and educational integration at the department and University throughout their first semester.
- Planning and facilitating the weekly one-hour session for the students ("the class' hour") throughout the first semester.
- Assisting the students and helping them during weekly office hours (for instance academic and/or social support), and knowing when and where to refer and direct them on to (you will receive guidance on this).
- Planning and facilitating a social weekend event shortly after the study start.
- Participate in and contribute to information and work meetings, both invited and self planned as needed.
- Evaluate the study start, the planning and process since this will be the first year doing this. Contribute to the reflections on how to proceed from this.

What we offer in this job

- A preparation course to help you get ready for the job, as well as having ongoing

support from and contact with the staff in charge.

- The opportunity to make a meaningful impact on the academic start and study environment for new international students, contributing to the student environment and helping others.
- A strong community around the task, and possibility to expand your own social network within the Departments of Computer Science and Mathematics.
- A job where you gain experience in communication, project management and in navigating a complex organization.

Your profile and competences – what are we looking for

Both international and Danish students are encouraged to apply. It is not important whether you have experience with this type of work or not. If you are interested in participating in the work and believe you meet the criteria you can apply, and we encourage you to.

We are looking for people that fulfill the following criteria:

- Student at either Computer Science or IT Product Development at Department of Computer Science.
- Are good at listening and talking to others.
- Have some abilities in planning and coordinating.
- Take responsibility for given tasks and their completion and can meet deadlines.
- Can work both in a team as well as individually when needed.

Working hours

The position is from 1 April 2025 to 31 December 2025. The workplace is at Department of Computer Science, Åbogade 34, 8200 Aarhus N.

The working hours will on average be 4 hours each week, but this will vary significantly throughout the period of employment. Especially during the start of the semester in August-September there will be more hours, which will also happen in regard to the weekend event. Fewer work hours (or none) can be expected in exam periods.

Deadline and formalities

Deadline for submitting an application is Monday 17 February 2025.

We will conduct interviews in the beginning of Week 9. Decisions about employment will be communicated to applicants shortly after.

Please submit an application with the following:

- Motivated application: tell us why you are applying for this position.
- A CV with a bit of info about yourself.

If you have performed relevant work or have relevant volunteer experience, tell us about it, but please remember that it is not important whether or not you have experience with this type of work. As long as you are interested in participating in the work you can apply.

We look forward to reading your application.

Contact information

For further information please contact Christina Gøttsche, email: csg@cs.au.dk

Formalities and salary range

Salary and terms as agreed between the Danish Ministry of Taxation and the The National Union of Student-workers and the Union of Danish Medical students.

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 38,000 students (FTEs) and 8,300 employees, and has an annual revenues of EUR 935 million. Learn more at www.international.au.dk/