



Are you our Head tutor for the Introduction Days at Cognitive Science MSc 2025?

Do you want the opportunity to be in charge of creating two social, professional and fun Introduction Days for the new students at Cognitive Science MSc?

We are looking for a Head tutor that can take a professional role in organizing the Introduction Days for the MSc students at Cognitive Science.

As a head tutor you will be responsible for:

- Organizing the Introduction Days, which includes scheduling and running meetings as well as having a general overview throughout the planning period.
- Creating a budget and collecting and distributing funds.
- Producing, writing and distributing the introduction programme and the introduction letter.
- Collaborating with department management.
- Evaluating the Introduction Days.

We are looking for a head tutor that:

- Is comfortable leading projects, talking in front of crowds, and meeting new students.
- Can handle stressful situations and is able to maintain an overview of the project.
- Is open, welcoming, helpful, responsible and good at collaborating.
- Respects Arts policies concerning alcohol at orientation.
- Is able to create an inclusive environment where new students feel safe and welcome regardless of their social background and identity.
- Has an understanding of different cultures and knows how to create a good international environment.

With the job you will get:

- A large network across your studies and the university.
- A lot of fun and personally challenging assignments.
- A possibility to manage and lead a small project.
- A recommendation from the Head of Department.

You will be expected to be present during the two introduction days in week 36 (Monday 1 and Tuesday 2 of September).

You will get paid 25 student assistant hours (HK rate) for the position. If you are two, you will share the hours evenly between you.

If you are interested in applying for the position, please send an application and CV (in English or Danish) to Afdelingsleder.lics@cc.au.dk no later than **Tuesday May 13, 2025**.

If you are a team applying together, please write that in your application.

If you have questions, you are welcome to contact Department Consultant, Sabrina Bækkelund Hansen sabbl@cc.au.dk.