

## Office & Administration Student Assistant

We are looking for a structured and reliable Office & Administration Student Assistant to support our daily operations and help keep the office running smoothly.

In this role, you will take ownership of a wide range of administrative tasks and provide hands-on support across HR, office operations, light finance and IT-related coordination.

This is a great opportunity to build practical experience in an international company alongside your studies.

### What you will do

As our new Office & Administration Student Assistant, you will support our HR & Office Manager with day-to-day administration and coordination tasks to ensure a smooth office operation and a great employee experience. You will be trusted with practical responsibilities and a broad range of tasks across HR, administration and light finance support that keep our workplace efficient, welcoming and well-organised.

### Working Hours

We offer a flexible working arrangement of approximately 10-15 hours per week, depending on your availability and agreement. We understand that your studies come first, so we always take exam periods and other academic commitments into consideration when planning your tasks.

### Your responsibilities

- **Office & Administration:** Coordinate meeting invitations and general administrative tasks. Own the shared admin mailbox (monitor, reply, route requests). Support internal communication to the organisation via Slack and email. Create guides and research/clarify topics on request.
- **Event & Social Activities Support:** Support internal events and celebrations as needed (coordination and practical execution).
- **HR Support:** Assist with practical HR tasks and coordination (e.g., onboarding/offboarding, document handling, and internal communication).
- **Office Operations:** Be the daily point of contact for external vendors/facility partners, and support travel bookings/practical arrangements when needed. Handle purchasing and supplies (e.g., breakfast, soft drinks, gifts, IT equipment), and support user setup for new employees.
- **Ad hoc Support (HR, Admin & Finance):** Support a broad range of ad hoc tasks as they arise.

## What you bring - Qualifications

- You are studying a relevant educational programme and can work approximately 10-15 hours per week. Alternatively, you have a relevant vocational/office administration background and availability that matches the working hours.
- You are comfortable with the Microsoft Office suite and Slack, and you enjoy keeping things organised.
- You enjoy providing support and creating a great experience for our colleagues.
- You are reliable and take responsibility for getting things done - both the small and the important tasks.
- You are comfortable communicating in English and Danish.

## How you work

- You are structured and detail-oriented: you take ownership of tasks, keep track of details, and follow up until they are completed.
- You prioritise well, work independently, and stay calm when tasks change or come in last-minute.
- You communicate clearly and proactively and ensure stakeholders are kept in the loop.
- You are service-minded and enjoy supporting others while maintaining a professional and positive tone.
- You handle internal information with discretion and respect for confidentiality.
- You are curious and open to using AI tools to streamline, optimise and improve how we work.

## Your team

You will join our Finance, HR & Administration team and work closely with colleagues across the business. You will report directly to the HR & Office Manager and help ensure a smooth day-to-day operation in the office.

## What you can expect from us

- The opportunity to gain hands-on experience with a varied range of administrative and coordination tasks across Administration, HR and Finance in an international company.
- A friendly and collaborative work environment with high flexibility.
- Delicious lunch scheme and free soft drinks to fuel the energy throughout the day.
- Fun activities and celebrations with your colleagues on a regular basis.
- A culture built on trust that empowers creativity and encourages continuous learning professionally and personally.
- Ownership and impact based on trust and accountability.

## How to Apply

If you enjoy creating structure, supporting others, and taking responsibility for day-to-day coordination, we would love to hear from you. Please send your CV and a short cover letter describing why you are a great fit for the Office & Administration Student Assistant role to [hr@uniwise.dk](mailto:hr@uniwise.dk). We'll review applications on an ongoing basis.

## About Us

UNLwise is an established European edtech company providing WISEflow and WISEflow Originality, a dedicated digital assessment platform and originality checking solution for higher education.

We help institutions navigate the shift to digital assessment and, through improved practices, qualify students for life beyond university. Assessment is a cornerstone of learning, and we partner with universities to transform processes, enhance integrity, and prepare graduates for the future.