



UNIS HANOI - POSITION DESCRIPTION

Division:	Co-Curricular Activities
Position:	Co-Curricular Activities Intern
Working term:	August 2025 - January 2026

DUTIES AND RESPONSIBILITIES

The Co-Curricular Activities Intern supports the Director of Activities and team as required in delivering the goals of the Co-Curricular Programme. Specific tasks will include, but are not limited to:

Visa Procurement and Travel Support

- Data entry
- Assist with visa application completion
- Prepare Trip Folders for travelling coaches/directors

Event support

- Assist with all event preparation and clerical support including all hosted conferences/festivals/tournaments/exchanges.
- Assist with event delivery to ensure successful hosting of international and local events. (May require evening work)

After-school support:

- Database (Teams/activities) entry to the system
- Transportation for after-school activities support
- Prepare service agreements for third parties

Departmental Support

- Assist with the storage and filing systems for the team and department both online and on campus, including routine office filing
- Assist with Internal Request (IRF) processing and follow-up
- Assist with necessary documentation and paperwork as required by the team
- Perform other duties as required by the Director of Activities / Activities Manager
- Gather and create data reports as required for internal use by the department

POSITION REQUIREMENTS

- Demonstrate a collaborative mindset with colleagues
- Customer service orientation
- Excellent attention to detail in data entry and reporting skills

- High level of proficiency in MS Office software, G-suite, and database programmes
- Aptitude and application of skills and techniques relevant to the position
- Honest and open in communication
- Build positive, harmonious, and professional relations
- Identify the appropriate person to elicit correct and relevant information
- Remain on schedule with all work and always well-prepared
- Assess workload and able to discuss and set priorities with the Supervisor
- Think through problems and possible solutions and try to solve them independently
- Hard-working, enthusiastic, highly organized, detail-oriented
- Good at English (4 skills) and G-Suite/Microsoft Office

BENEFITS

- Internship allowance
- Opportunity to work in a professional international organization
- Certificate after completion

HOW TO APPLY

Interested candidates are invited to send your applications via email to tlphuong@unishanoi.org by July 3, 2026.