



UNIS HANOI - POSITION DESCRIPTION

Division:	Marketing & Communications
Position:	Graphic Design & Communications Intern
Working term:	August 2026 – January 2027

DUTIES AND RESPONSIBILITIES

Graphic Design

- Create visually engaging graphics for digital and print communications, including social media content, newsletters, flyers, posters, presentations, signage, and promotional materials.
- Assist with the design and layout of school publications, brochures, reports, and other marketing collateral.
- Maintain consistent application of the UNIS Hanoi visual brand identity across all communications and marketing materials.
- Assist with image selection, photo editing, and preparation of visual assets for various communication channels.

Content Curation & Digital Communications

- Assist with updating content on internal communication platforms and digital channels to ensure information remains current and accessible.
- Help organise and curate photos, videos, and other digital assets for future use.

Marketing & Communications Support

- Support the Communications Manager in monitoring social media channels for engagement opportunities, trends, and community feedback.
- Contribute creative ideas and visual concepts for campaigns, storytelling initiatives, and community engagement projects.

Collaboration & Project Support

- Work closely with the Marketing and Communications team to support a variety of communication, design, and storytelling projects.
- Participate in team meetings, planning sessions, and brainstorming discussions.

POSITION REQUIREMENTS

Educational Background

- Currently enrolled in, or recently graduated from, a relevant degree program such as Graphic Design, Visual Communication, Digital Media, Marketing, Communications, or a related field.

Technical Skills

- Proficiency in Adobe Creative Cloud, particularly Photoshop, Illustrator, and InDesign.
- Familiarity with Canva and digital content creation tools.
- Basic knowledge of social media platforms and content creation best practices.
- Experience with photography, videography, Adobe Premiere Pro, After Effects, or motion graphics is an advantage.

Creative & Communication Skills

- Strong visual design skills with a keen eye for layout, typography, and detail.
- Ability to create engaging and brand-consistent visual content across multiple platforms.
- Good written and verbal communication skills in English.
- Interest in storytelling, digital communications, and audience engagement.

Professional Attributes

- Ability to work independently and collaboratively within a team environment.
- Strong organisational skills and ability to manage multiple tasks and deadlines.
- Positive attitude, initiative, and willingness to learn new skills and take on new challenges.
- Flexible, proactive, and eager to contribute to a fast-paced and creative work environment.

Preferred Qualities

- Interest in education, community engagement, and non-profit or mission-driven organisations.
- Portfolio demonstrating graphic design, digital media, or creative work.

BENEFITS

- Internship allowance.
- Opportunity to work in a professional international organization.
- Mentorship and guidance from experienced communications professionals.

- Upon successful completion of the internship, interns may be eligible to receive a Letter of Recommendation from the Communications Manager.

HOW TO APPLY

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