UNIS HANOI - POSITION DESCRIPTION

Division: Admissions Office
Position: Admissions Intern
Working term: January 5 to June 30, 2027

DUTIES AND RESPONSIBILITIES

- Check, download, rename and upload supporting documentation into the admissions system.
- Help to keep data clean and up to date.
- Be part of welcoming visitors on campus and other events as needed.
- Other tasks assigned by Admissions Officer/Director

POSITION REQUIREMENTS

- Hard-working, enthusiastic, highly organized, detail-oriented
- Good at English (4 skills), Google Suite and technology in general
- Must be good working in a team as well as individually when given instructions

BENEFITS

- Internship allowance
- Opportunity to work in a professional international organization
- Certificate after completion
- Learn more about excellent customer service
- Learn more about how to communicate effectively
- Learn how best to work in a team environment

HOW TO APPLY

Interested candidates are invited to submit their applications via email to tlphuong@unishanoi.org by November 27, 2026.