THE GLOBAL CITIZEN
EDUCATION CO.

ACADEMIC & PROGRAMS INTERN - VIETNAM
POSITION DESCRIPTION

Start Date: December 2026

Category: Internship

Location: Hanoi, Vietnam

Established in 2015, The Global Citizen Education Co. is an education social enterprise that aims to bridge the gap in skills development and global citizenship education. We believe in using education as a platform for impact. Our goal is to develop global citizens who will make positive contributions to the community around them and the world that they live in, and we do so by empowering individuals to seize the opportunities of the 21st century and develop holistically as lifelong learners by equipping them with the necessary skills: Thinking Critically, Writing Creatively, Speaking Confidently, and Working Collaboratively.

With headquarters in Singapore, The Global Citizen has branch offices in Vietnam, the Philippines, and Indonesia, conducting operations across East and Southeast Asian countries in collaboration with students, schools, businesses, non-profit organizations, and government-affiliated agencies.

Job Title: ACADEMIC & PROGRAMS INTERN

Job Description

1. Job Summary:

The Global Citizen Education Co. is seeking an enthusiastic, high-energy intern to assist in supporting our programs, which include Model United Nations Classes, study tours, interactive summer camps for younger students, as well as specialised programs for international high school students.

This is a 5-week full-time internship position offered by The Global Citizen Education Co., based in Hanoi, Vietnam. Working directly under the Programs and Operations Manager Consultant, the Academic and Programs Intern will experience a rigorous learning journey at the intersection of education operations and curriculum development.

The ideal candidate will assist in the design of academic materials for social science and humanities-focused programs (such as Model United Nations, Cultural Immersion, Sustainable Development Goals, and Global Citizenship) and support the day-to-day logistical execution of these programs. Because many of our international students face language barriers and are still developing foundational critical thinking skills, our interns must approach all cohorts—regardless of age or nationality—with highly interactive, play-based, and encouraging teaching methods.

Candidates must have at least an undergraduate degree from a recognised school from the World Higher Education Database (WHED).

2. Responsibilities:

a. Academic & Curriculum Support:

- Assist in developing curriculum, crafting comprehensive study guides, and creating related program materials for courses centered around Global Citizenship.
- Help synthesize complex global issues into engaging, age-appropriate educational content for various student demographics.

b. Program Operations & Logistics:

- Assist in program scheduling, logistics planning, and coordination with internal teams, facilitators, partners, and vendors.
- Support day-to-day operational execution to ensure programs are delivered smoothly and in accordance with agreed plans.
- Assist in coordinating logistics, including venues, materials, and on-site program requirements when needed.
- Support the preparation and management of program documentation, run sheets, participant lists, and operational checklists.
- Assist in maintaining internal trackers, schedules, and documentation systems.

3. Qualifications:

- Pursuing or received a degree from an accredited school in the IAU WHED.
- Current enrollment in, or recent graduation from, an undergraduate program in a related field (see ***7. Eligible Majors***); however, if the candidates possess a different educational background, they will be assessed based on experience and extracurriculars in lieu of academic qualifications.
- Strong writing, editing, and verbal communication skills in both English and Vietnamese.
- Preferred relevant teaching experience, specifically working with young children or facilitating youth programs.
- Prior experience participating in, organizing, or chairing youth leadership programs (Model United Nations, Debate, Student Clubs, Youth Forums, etc.) is highly preferred.
- Proficiency in modern workspace tools (e.g., Google Workspace, Microsoft Office, Canva).
- Language Asset: While English is the primary language of instruction, proficiency in an additional language (i.e., Japanese, Chinese, Korean, Bahasa Indonesia/Malay, Tagalog, or Thai) is considered a strong asset for communicating with our diverse student cohorts.

4. Personal Characteristics:

- **Independent Problem-Solver:** Comfortable working with minimal supervision and taking the initiative to resolve operational bottlenecks.
- **Highly Organized:** Possesses a "task-manager" mindset with close attention to detail and a strong ability to multitask under pressure.
- **Adaptable Learner:** Thrives in a fast-paced environment and is highly receptive to direct, constructive feedback.
- **Mission-Driven:** Passionate about using education as a platform for impact and developing global citizens.
- **Communication-Oriented:** High energy, strong communication and intercultural skills, working in a team and the patience required to manage and inspire younger students (and older students who require foundational guidance).

5. Additional Benefits:

- **Mentorship:** Direct coaching and mentorship from the Country Manager, offering a deep dive into the business of international education.
- **Career Progression:** Reference letters upon successful completion of the internship and demonstration of high value and good performance.

6. Recognised English Certifications:

Qualification	**Minimum**
International English Language Testing System (IELTS) Academic	7.5/9.0
Test of English as a Foreign Language Internet-based test (TOEFL iBT)	95/120
Cambridge English Qualifications	C1 Advanced
Pearson Test of English Academic (PTE Academic)	76/90
Pearson English International Certificate (PEIC)	Level 4 - Advanced
Test of English for International Communication (TOIEC) Listening & Reading Test Test of English for International Communication (TOIEC) Speaking & Writing Test	945/990 360/400
International English Language Testing System (IELTS) General	8.0/9.0
Vietnamese Standardized Test of English Proficiency (VSTEP)	Level 5
Vietnamese University Degree in English Major	Xếp hạng: Giỏi
SAT Evidence-Based Reading and Writing Score	675/800
ACT English Language Arts (ELA)	25/36
Aptis ESOL Advanced	166/200 - C1

7. Eligible Majors:

In accordance with Part I, Appendix I issued with Circular 09/2022/TT-BGDDT (Phần I Phụ lục I ban hành kèm theo Thông tư 09/2022/TT-BGDĐT) from the Vietnamese Ministry of Education and Training, the candidates who possess or are pursuing a degree in the following majors will be considered (candidates who are enrolled or graduated from non-Vietnamese institutions will be considered on a case-by-case basis):

Major Code (Mã ngành)	Tên ngành	Major
I. Social and Behavioral Sciences (Khoa học xã hội và hành vi)		
7310102	Kinh tế chính trị	Political Economy
7310206	Quan hệ quốc tế	International Relations
7310301	Xã hội học	Sociology
7310403	Tâm lý học giáo dục	Educational Psychology
7310601	Quốc tế học	International Studies
7320205	Quản lý thông tin	Information Management
7340101	Quản trị kinh doanh	Business Administration
7340120	Kinh doanh quốc tế	International Business
7340401	Khoa học quản lý	Management Science
7340404	Quản trị nhân lực	Human Resource Management
7340406	Quản trị văn phòng	Office Management / Administration
7340409	Quản lý dự án	Project Management
II. Education & Pedagogy (Khoa học Giáo dục & Đào tạo giáo viên)		
7140101	Giáo dục học	Education / Educational Sciences
7140103	Công nghệ giáo dục	Educational Technology
7140114	Quản lý giáo dục	Educational Management
7140231	Sư phạm Tiếng Anh	English Pedagogy
III. Humanities & Languages (Nhân văn & Ngôn ngữ)		
7220201	Ngôn ngữ Anh	English Language
7320108	Quan hệ công chúng	Public Relations
7229042	Quản lý văn hóa	Cultural Management
IV. Tourism (Du lịch)		
7810101	Du lịch	Tourism
7810103	Quản trị dịch vụ du lịch và lữ hành	Tourism and Travel Services Management

8. Application Process:

Interested applicants should send a resume or CV accompanied by a cover letter to hoanganh.nguyen@theglobalcitizeneducation.com with a subject line **VN Academic & Programs Intern Application - [Name].** Applications and interviews will be conducted on a rolling basis, and we will close the application once the position has been filled. All applications should be submitted in English, and any supporting documents that are not originally in English should be translated.

Kindly understand that due to the volume of applications which may be received, only applications that are selected for an interview will be contacted. Interviews may be conducted online or in person, depending on the availability of the relevant interviewer.