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GRAND RECRUITMENT 2015

JOB DESCRIPTION

TECHNOLOGY

DESIGN TEAM

A. FUNCTIONS

For the Summer of 2015, VietAbroad's Design Team (VA Designers) is to create VietAbroad's main visual presentations for summer projects such as VietAbroad Study Abroad Conference (VASAC) and VietAbroad Career Conference (VACC), or any other VA affiliated and related projects. The Design Specialists under the supervision of the Chief Designer of Executive Team will carry out design requests (submitted through internal Design Request form) for those events. The Design Specialists and Chief Designer work together to produce good qualities or required graphic products to represent VA online and offline. Unless otherwise appointed, the designers will contribute the work among themselves to make sure deadlines are met with high quality.

The goal of VA Designers is to make sure VietAbroad is best presented in different media, hence attracting more qualified applicants for the main conferences/events. The Team should be able to collaborate well with other project teams of the summer to make sure what VA wants to convey to the audience is portrayed well visually and aesthetically.

B. AVAILABLE POSITIONS

- 2-3 Design Specialist

C. TIME OF WORK

- Expected beginning day: 10/5/2015
- Expected ending day: 30/8/2015 (earlier/later depending on job demand)

D. RESPONSIBILITIES

- Discuss new theme and key image of this year's conferences
- Create graphic communications such as posters and banners for online Social Media
- Create materials for offline VA events, including but not limited to booklet, backdrop, standee, gift products, etc.
- Work with appropriate personnel from other project teams to assist their needs for VA materials
- Assist fellow design specialists to make sure deadlines are met with high quality designs

E. QUALIFICATIONS

- Great/Good commands of Adobe products: Photoshop and Indesign are a must; good skills in Illustration is recommended. A lot of design tasks, if not all, are done in Adobe softwares.
- Good knowledge of graphic work including poster design and typography
- Great communication skills: able to give opinions and feedback for fellow designers, able to work with other project team members



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- Amazing commitment and responsiveness with any (or all) of the communication means like emails, phone calls, Skype and Facebook messenger
- Ability to work under pressure and tight time schedule
- Spontaneous and always-ready-to-design mindset
- Ability to manage time well so deadlines are not missed or delayed to avoid inconveniences

F. RECRUITMENT INFORMATION

- Round 1: Application round. Deadline: **11:59 PM April 5th (EST)**
- Round 2: Interview round for applicants who pass Round 1 only
- Round 3: Trial Week for applicants who pass Round 2 only

G. CONTACT INFORMATION

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