

UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in the administrative position:

### MARKETING – GRAPHIC DESIGN

The PR & Marketing Department is looking to hire a Graphic Designer to join our team. This role is ideal for someone who thrives on structure, pays strong attention to detail, and can consistently implement tasks with discipline and precision. You will work closely with the Head of PR & Marketing and follow strategic guidance to execute social media plans, manage marketing data, assist with content writing, and prepare impactful presentations. This is a creative position; we are looking for a strong executor with technical skills and a cooperative, task-oriented mindset.

#### Responsibilities:

- Create & develop new designs, concepts, graphics, web and layouts
- Assisting in marketing and public relation activities of the University by demonstrating expertise in various areas.
- Assist in covering university events and activities through live or post-event content
- Ensure timely execution of assigned tasks and maintain structured documentation of marketing efforts.
- Produce visual content (photos, short videos, reels, stories) for social media platforms
- Maintain and organize a library of design assets and brand materials.
- Work closely with different departments to understand their communication needs.

#### Key Qualifications:

- Bachelor's degree in design or related field;
- Use professional design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.).
- Strong organizational and time-management skills; ability to meet deadlines
- Creative mindset with attention to detail
- A collaborative, obedient mindset, open to feedback, focused on execution within a PR & Marketing team and across departments
- Flexibility to cover events and activities when needed
- Ability to follow instructions precisely and deliver on time;
- Previous experience in an educational or service-based environment is a plus.

**Deadline for Applications: 20 March 2026**

*For more information we invite all interested candidates  
to visit our website [www.unyt.edu.al](http://www.unyt.edu.al) (job vacancies section)*

---

## **Application:**

Qualified candidates are kindly requested to submit application through our website <https://unytold.unyt.edu.al/index.php/job-vacancies-work-with-us/#adm-pos/> or [hr@unyt.edu.al](mailto:hr@unyt.edu.al) the following;

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae in English language;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references

### **IMPORTANT NOTES:**

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL APPLICANTS** will receive feedback from the Human Resources Department