

## **Assistant Admissions Officer**

The Assistant Admissions Officer will work in the admissions office and will perform a wide range of secretarial, clerical, administrative and receptionist duties and is the first-responder on the department's main phone line. The position requires an individual to maintain confidentiality and project a professional image. The Administrative Assistant will plan, organize, prioritize and execute assignments. Candidate should be highly efficient, able to multi-task, and able to meet deadlines despite interruptions.

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### **Duties & Responsibilities**

- Coordinate the process from inquiry to enrolment-take inquiries, schedule parent and student visits, process paperwork and maintain applicant files and database accuracy as assigned Admission Team, and follow up with families as necessary.
- Screen phone calls for department and respond to inquiries from prospective students.
- Evaluate incoming mail, correspondence and inquiries. Distribute the mail appropriately.
- Manage the database for the admission office, including data entry and maintenance of the accuracy of data used by the Admissions Team and the Head of School.
- Create and maintain admission files.
- Be involved in the process of obtaining student visas for non- EU students, as per the regulations of the Ministry of Interior.
- Maintain office calendar(s) and schedule appointments.
- Assemble and maintain information/inquiry packets as assigned by the Head of Admissions.
- Communicate and interface with faculty and staff and maintain knowledge of curriculum, classroom projects, programs, resources, etc.
- Manage the inquiry process daily from the website as assigned by the Admission Team.
- Help facilitate the transfer of new student information to other departments or offices.
- Plan, organize, and execute admission events as assigned by the Director.
- Liaise with the Registrar Office.
- Perform any other administrative duties assigned to him/her from time to time.

**Selection Criteria*****Essential Criteria***

- University degree or equivalent in a related field.
  - Excellent knowledge of Greek and English
  - Computer literacy (email, internet usage and Microsoft office)
  - Excellent administrative and organisational skills
  - Previous experience in an administrative position.
  - Cross cultural awareness and sensitivity, and an ability to work within a multicultural environment.
  - Excellent communication and interpersonal skills, including the ability to address and relate well to a broad range of students and client groups, on a variety of levels.
  - Ability to implement, review and coordinate efficient administrative procedures.
  - Ability to work independently with minimum supervision whilst at the same time work effectively as part of a collaborative team.
  - Willingness to devote time necessary to accomplish tasks.
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**How to apply**

If you consider that you meet the selection criteria, please send your application at [hrd@nup.ac.cy](mailto:hrd@nup.ac.cy). Applications must consist of the following:

- Application form ([download here](#))
- A curriculum Vitae
- A covering letter

All applications must be received by the closing date, 28/02/2015.