



JOB POSTING

Neapolis University Pafos

2 Danais Avenue,

Paphos 8042

Neapolis University Pafos (NUP) is one of the leading private universities in Cyprus, with students from all around the world. It is a vibrant academic institution focusing on high-quality education and research that aims to provide top educational services to the Cypriot region and beyond.

Neapolis University Pafos (NUP), is seeking to recruit for its Offices in Paphos a Career Office Coordinator

CAREER OFFICE COORDINATOR

Job Responsibilities:

- Develop and implement effective procedures for student placements and internships.
- Guide students on placement options and career development.
- Establish and maintain a comprehensive graduate registry containing information about job placements.
- Analyze trends in graduate employment to inform career services and curriculum development.
- Conduct one-on-one career counseling sessions with students to explore their career goals and aspirations.
- Work closely with employers to identify job opportunities for graduates.
- Facilitate job fairs, recruitment events, and networking sessions to connect students with potential employers.
- Organize and conduct resume-building workshops, job search strategies, and professional etiquette.
- Foster connections between current students and alumni to enhance networking and mentorship opportunities.
- Coordinate mobilization activities to encourage alumni participation in university events, fundraisers, and volunteer opportunities

Key competencies:

- High sense of responsibility and confidentiality.
- Willingness for continuous learning and ability to collaborate (teamwork).
- Computer Literate.
- Excellent administrative and organisational skills
- Ability to work under pressure and meet strict deadlines.
- 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.
- Willingness to devote time necessary to accomplish tasks.

Qualifications and Experience:

- University Degree
- Experience in a similar position (experience in a similar position will be considered a plus)

Salary and benefits

- A highly attractive package is offered according to qualifications and experience
- Excellent prospects for advancement

How To Apply:

Please submit your application, stating “Career Office Coordinator” in the subject line with a copy of your CV to hrd@nup.ac.cy

Please note that all applications will be treated with the strictest confidentiality.