



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 an Administrator for the Neapolis Research Office:

RESEARCH OFFICE ADMINISTRATOR

Job Responsibilities:

- Oversee and coordinate the activities of the Neapolis Research Office.
- Plan, organize, and manage research projects from initiation to completion.
- Supervise data collection processes, including surveys, interviews, experiments, or other research methods.
- Assist in the preparation of grant proposals and research funding applications.
- Collaborate with researchers and faculty to develop compelling proposals.
- Collaborate with researchers, faculty, and other stakeholders to enhance research initiatives.
- Coordinate with team members and stakeholders to ensure project goals are met.
- Keep track of research statistics for the university, providing regular updates to relevant parties.
- Draft and release press releases to promote research activities.
- Conclude memoranda of understanding and establish partnerships.
- Write and edit newsletters to inform stakeholders about ongoing research and initiatives.
- Organize events in collaboration with companies, such as Greet Your Future, mock interviews, CV workshops, LinkedIn seminars, and student competitions.
- Promote training and mentoring programs, including initiatives like JA Cyprus, ReGeneration, etc.

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 "Neapolis Research Office Administrator" 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.