

**JOB ANNOUNCEMENT-STUDENT ADVISOR & ADMISSIONS OFFICER
NUP-HRD**

Position Title: STUDENT ADVISOR & ADMISSIONS OFFICER

Job Ref: NUP005/25

Company Name: Neapolis University Pafos

2 Danaïs Avenue,
Paphos 8042

Neapolis University Pafos (NUP) is a fully accredited university in Cyprus, committed to academic excellence. With 3,500 students, it offers accredited Bachelor, Master, and PhD programs across five schools, including Economics, Law, Health Sciences, and Engineering. NUP is a member of key academic organizations such as EUA, EURASHE, and EFMD and actively participates in global initiatives like the UN SDSN and UNAIC. It is also part of the **EMERGE European University Alliance**, which fosters collaboration in education, research, and innovation across Europe. The university maintains strong partnerships for joint and dual degrees with institutions in Cyprus, Greece, the UK, and China. Additionally, NUP excels in distance learning as a member of EDEN and engages in major research projects like Erasmus+ and Horizon 2020.

Job Description:

Location: On Campus

Type of Employment: Full Time

NUP is seeking to hire a **Student Advisor & Admissions Officer**.

Job Responsibilities:

- Process Greek and English-speaking leads generated from the Marketing Department as well as inbound calls in a timely manner.
- Counsel and advise prospective students about the university and programmes, educational and career opportunities, admission criteria and university policies and requirements.
- Provide clear, correct and timely information whilst following up to ensure progress and resolution of all inquiries.
- Communicate via telephone, WhatsApp and email with prospective students through all stages of the recruitment and admission process.
- Maintain accurate records of prospective students and update systems in a clear and organized manner.
- Coordinate with academic staff to assess applications and prepare Offer Letters for successful candidates.
- Attend and actively promote the university and the programmes at exhibitions, events, open days, and school visits both in Cyprus and internationally.
- Engage with agents and corporate partners to strengthen the university's presence and drive programme promotion.

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- Perform miscellaneous job-related duties and comply with all company policies and procedures.
- Strive to meet or exceed department metrics while providing excellent and consistent service.

Key competencies:

- High sense of responsibility and confidentiality.
- Strong interpersonal and communication skills both orally and in writing.
- Ability to process computer data.
- Good multi-tasking skills.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to work under pressure.
- Strong willingness for continuous learning and ability to work effectively in a team environment.

Qualifications and Experience:

- Fluent in Greek and English language. Knowledge of other languages is considered as an advantage.
- Experience in higher education, especially in student recruitment field, is considered an advantage.
- Experience in sales and customer service is considered as an advantage.
- University degree

Language:

- Excellent knowledge of Greek.
- Excellent knowledge of English (both verbal & written)

Salary and benefits:

The salary will be analogous to any prior experience.

How to Apply:

To apply, please submit your application with your CV to **vacancies@nup.ac.cy** with the subject line **"Student Advisor & Admissions Officer"** and **"Job Ref: NUP005/25"**.

As an equal opportunities employer, Neapolis University Pafos welcomes applications from all suitably qualified candidates. All appointments will be based on merit.

Please note that applications that do not meet the above requirements will not be considered.

All applications will be treated with strict confidentiality.

CLOSING DATE: 23-Sep-25