

Position Title: Registrar's Office Administrative Officer

Job Ref: NUP009/25

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: To assist in all aspects of administrative support of the School, ensuring that services are efficient and effective, and in line with the current processes and procedures as set by the Registrar's Office and the NUP Quality Assurance Department.

Location: Neapolis University Pafos

Type of Employment: Full-time | On-site

Job Responsibilities:

- Establish and maintain clear and effective communication with academic and administrative departments within the University.
- Provide high-level administrative support to the Dean and faculty members of the School.
- Act as secretary to designated School/Departmental committees, including organizing meetings, preparing agendas, and recording minutes.
- Ensure compliance with the Data Protection and Freedom of Information Acts in all administrative processes.
- Maintain, update, and archive School records and documentation in an organized and timely manner.
- Coordinate and manage all administrative processes related to the beginning of each academic semester.
- Prepare and distribute semester schedules and examination timetables in coordination with academic departments and the Registrar's Office.
- Administer all procedures related to the formal issuance of academic degrees in collaboration with the Registrar's Office.
- Perform other administrative duties as assigned to support the efficient operation and strategic objectives of the School.

Key competencies:

- High sense of responsibility and confidentiality.
- Strong willingness for continuous learning and ability to work effectively in a team environment.
- Computer Literate.
- Excellent administrative and organisational skills
- Ability to work under pressure and meet strict deadlines.
- Strong communication and interpersonal skills.
- Willingness to devote the time necessary to accomplish tasks.
- Ability to work independently or as part of a collaborative team.

Qualifications and Experience:

- Bachelor's degree in Administration, in Education, or a related field (Master's degree will be considered an asset).
- Previous experience in a similar position or field would be an advantage.

Language:

- Excellent knowledge of Greek (both verbal & in writing)
- Excellent knowledge of English (both verbal & in writing)

Salary and benefits:

The salary will be analogous to any prior experience and qualifications.

How to Apply:

To apply, please submit your application, including your CV, to **vacancies@nup.ac.cy** with the subject line "**Job Title**" plus "**Job Ref: NUP009/25**" by **09/11/2025**.

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

CLOSING DATE: 09-Nov-25