

Position Title: Marketing Assistant

Job Ref: NUP0014/25

Company Name: 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. 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.

NUP is seeking to recruit a **Marketing Assistant**.

Job Purpose: To organize, coordinate, monitor and execute various events and other marketing activities in Cyprus and abroad.

Main Responsibilities Include

- Promote the university and programmes with the objective of increasing the number of students and improving the brand name.
- Contribute to the implementation of marketing plans.
- Coordinate promotional activities of the University.
- Organize and attend events on campus and off campus.
- Undertake administrative tasks to ensure the efficient functionality of the department.

- Conduct market research and competitive intelligence.
- Update spreadsheets, databases and inventories.
- Carry out other duties as needed.

Education and Experience

- University Degree in Marketing or other Business fields.
- Experience in a similar position is considered an advantage.

Key Competencies

- Excellent written and verbal communication skills in Greek and English.
- Excellent communication, interpersonal and presentation skills.
- Organizational, planning, problem solving adaptability and skills.
- Well organized and attention to detail.
- Ability to travel abroad, mainly attending events and exhibitions.

Salary and benefits

A package is offered according to qualifications and experience. Excellent prospects for advancement.

The selected candidate will get a job offer for employment. Please submit your application, stating “**Marketing Assistant**” in the subject line with a copy of your CV to vacancies@nup.ac.cy

As an equal opportunities employer, Neapolis University Pafos welcomes applications from all suitably qualified candidates.

Please note that all applications will be treated with strict confidentiality.

CLOSING DATE: 18/01/2026