

Position Title: Student Recruitment Officer

Job Ref: NUP0018/26

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 hire a **Student Recruitment Officer**, a hybrid role on campus and remotely.

Job Responsibilities

- Promote the University and its programmes to prospective students.
- Participate in education fairs, school visits, and recruitment missions in Cyprus and abroad.
- Deliver presentations and information sessions to students, agents, corporations, and educational institutions.
- Build pipelines with schools, agents, counsellors, and corporations.
- Identify, recruit, onboard, and manage education agents.
- Coordinate with the marketing department on campaigns and materials.
- Process Greek and English-speaking leads generated from campaigns and outreach activities.
- Counsel prospective students about the university and programmes, educational and career opportunities, admission criteria and university policies and requirements.
- 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.
- Receive and check applications.
- Coordinate with academic staff to assess applications.
- Issue Offer Letters for successful candidates.
- Work with campus services on onboarding and orientation planning.
- Track recruitment data and trends by channel and provide market feedback.
- Perform miscellaneous job-related duties and comply with all university policies and procedures.
- Strive to meet or exceed department metrics while providing excellent and consistent service.

Key Competencies

- 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.
- Cultural awareness and sensitivity
- Attention to detail and document verification skills
- Willingness to travel

Qualifications and Experience:

- University Degree
- Experience in higher education, especially in student recruitment field, is considered an advantage.
- Experience in outreach activities and sales is considered an advantage.

Language:

- Fluent in Greek and English language (both verbal & written)
- Knowledge of other languages is considered as an advantage.

Salary and benefits:

The salary will be analogous to any prior experience.

How to Apply:

To apply, please submit your application, including your CV, to vacancies@nup.ac.cy with the subject line "**Student Recruitment Officer**".

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

CLOSING DATE: 28/02/2026