Position Title: Educational Technologist

Job Ref: NUP0020/26

Location: Pafos, Cyprus, On Campus

Neapolis University Pafos (NUP) is a fully licensed and accredited by the authorities of the Republic of Cyprus University and one of the leading private Universities in Cyprus, with students from all around the world. NUP is a full member of the European University Association (EUA), the European Association of Institutions in Higher Education (EURASHE), and the European Foundation for Management Development (EFMD). NUP is also actively involved in the UN Sustainable Development Solutions Network (SDSN) as well as UNAIC (United Nations Academic Influence Association), a vibrant community of 1,120 academic institutions in supporting and contributing to the realization of United Nations goals and mandates.

NUP is a vibrant academic institution focusing on high-quality education and research, aiming to provide top educational services to the Cypriot region and beyond. With more than 3,500 on-campus and online students, the University offers accredited degree programmes at Bachelor's, Master's and PhD levels across a wide range of subjects through five Schools; Economics, Administration and Computer Science, Law, Health Sciences, Architecture, Engineering, Land and Environmental Sciences, Social Sciences, Arts and Humanities. NUP is recognised for its exceptional experiential learning opportunities and its fully operational Distance Learning Unit (DLU), is a member of the European Distance and E-Learning Network (EDEN), and a full member of the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

NUP is a full member of the **European University Alliance EMERGE** (www.euemerge.eu), an Alliance of 9 Universities from 8 European Union member states, fully funded by the European Commission.

Job Description: The Educational Technologist will support instructional designers, faculty members, and the University's student community by integrating effective use of new technologies in the learning process, whether delivered online or in a conventional format.

Type of Employment: Full Time

Job Responsibilities:

- Development of Syllabi for conventionally offered programs and Study Guides for programs offered through distance learning, in collaboration with the University's academic staff and the Unit of Instructional Design and Learning Process, utilizing new technologies to integrate interactive and student-centered learning tools.

- Provision of support and technical assistance to instructors responsible for developing fully online, hybrid, and conventional courses on Moodle.

- Support in managing Moodle each semester to ensure proper course setup for hybrid and face-to-face courses.

- Provision of technical assistance to instructors in the use of integrated e-learning tools (e.g., Turnitin, H5P, etc.).

- Quality assurance of new courses in Moodle and recommendation of improvements to teaching staff.

- Filming and editing video clips and audio files for integration into online courses. Identification and editing of graphics for use in educational material.

- Provision of e-learning technical support for students, instructors, and staff.

- Communication with the University's IT department to resolve recurring issues.

- Management and completion of projects within specific timelines, while prioritizing and working on multiple projects simultaneously.

- Clear and concise communication, both verbally and in writing.

- Facilitation of the use of new learning and teaching techniques and instructional technologies, including emerging technologies, in creative and collaborative ways.

- Delivery of seminars to teaching staff on the use of educational technology.

- Performance of other assigned duties.

Key competencies:

- Knowledge of Microsoft Office applications, including but not limited to Excel, Word, and PowerPoint.

- Very good knowledge of Moodle.

- Familiarity with Learning Management Systems and modern educational technologies.

- Knowledge of content authoring tools (e.g., Articulate, Storyline).

- Excellent time management skills.

- Excellent communication and customer service skills.

- Ability to collaborate effectively with others and exercise sound professional judgment.

- Ability to work independently.

- Proven ability to provide remote technological support.

- Detail-oriented with creativity, attention to detail, and collaborative work approaches.

- Experience in graphic design and audio/video editing will be considered an advantage.

- Proven ability to work both independently and as part of a collaborative/team environment, acting as an enthusiastic and flexible team member.

Qualifications and Experience:

- Scientific and professional background in Computer Technology, Computer Science, Educational Technology combined with knowledge and experience in learning methodology, **or** a background in Pedagogical Sciences combined with the use of computers and technology in the learning process.
- A Master's degree in the subject will be taken into consideration.
- 1–3 years of experience in the use and integration of educational technology in the learning process, with emphasis on online program development.
- Experience in higher university education will be considered an advantage

Language:

- Excellent knowledge of the Greek language (written and spoken).
- Very good knowledge of the English language (written and spoken).

Salary and benefits:

Salary will be commensurate with previous experience.

How to Apply:

To apply, please send your application, including your CV, to **vacancies@nup.ac.cy**, indicating in the subject line the Job Reference and Job Title: **"Job Ref: "**NUP0020/26**" –** **"**Educational Technologist**"**

CLOSING DATE: 02-Apr-26