

Position Title: Student Advisor and Admissions Officer

Job Ref: NUP0027/26

Company Name: Neapolis University Pafos

2 Danais 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: NUP is seeking to hire a **Student Advisor and Admissions Officer**.

Location: University Campus, Paphos.

Type of Employment: Full-Time

Job Responsibilities:

- Promote the University and its programmes for 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.
- 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.
- 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:

- 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.
- 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.
- Cafeteria discount
- Various discounts at commercial shops in Paphos

How to Apply:

To apply, please submit your application, including your CV, to vacancies@nup.ac.cy with the subject line "Student Advisor and Admissions 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: 15-May-26