

JOB VACANCY

Position Title: Assistant Campus Officer

Job Ref: NUP0032/26

Neapolis University Pafos
2 Danais Avenue
8042 Pafos

Neapolis University Pafos (NUP) is a modern and fully accredited university in Cyprus, dedicated to academic excellence. With 3,500 students, it offers accredited Bachelor's, Master's, and PhD programs across five schools, including Business, Law, and Health Sciences. NUP is a member of major academic organizations such as the EUA, EURASHE, and EFMD. **It is also part of the EMERGE European University Alliance**, which promotes collaboration in education, research, and innovation throughout Europe. The university maintains strong partnerships for joint and dual degree programs with institutions in Cyprus, Greece, the United Kingdom, and China. In addition, NUP excels in distance learning as a member of EDEN and participates in major research projects such as Erasmus+ and Horizon 2020.

Neapolis University Pafos is seeking to recruit an **Assistant Campus Officer**

Job Description: The Assistant Campus Officer will provide administrative and operational support to ensure the effective management and smooth operation of the Campus. The position contributes to the coordination of the day-to-day functions of campus facilities, student accommodation, support services, and administrative processes, ensuring a high standard of service for students, staff, and visitors.

Location: On Campus

Type of Employment: Full-Time

Duties and Responsibilities

- Ensure the smooth operation of campus facilities and infrastructure.
- Manage and supervise the operation of the student residence, ensuring a high level of service for students.
- Manage classrooms and university laboratories.
- Supervise the cleaning department and ensure cleanliness across the campus.
- Manage and monitor technical services for the prompt and effective resolution of technical issues.
- Supervise the reception department, ensuring excellent service for visitors, students, and staff.
- Support and carry out administrative duties in collaboration with other university departments.

Key Competencies

- Strong communication skills and professionalism in customer service and colleague interactions.
- Discretion and compliance with personal data protection regulations.
- Excellent organizational and communication skills.

Qualifications and Work Experience

- Bachelor's degree holder, ideally in Management or another related field.
- Ability to manage teams and coordinate multiple projects.
- Knowledge of basic technology tools and computer software (MS Office).
- Previous experience in a similar position will be considered an additional qualification.

Language

- Excellent command of both Greek and English (spoken and written).

Salary

Salary Range: €1,200 - €1,300

Salary will be based on qualifications and experience.

Benefits

- Discount card for branded stores and restaurants.
- Discount at the university restaurant/cafeteria.

Application Process

How to Apply:

To apply, please submit your application, including your CV, to vacancies@nup.ac.cy with the subject line "**Job Ref: [NUP0032/26] – "Position Title" [Assistant Campus Officer]**".

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

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

Closing date: 8/07/26