

JOB VACANCY

Position Title: Quality Assurance Assistant

Job Ref: NUP0038/26

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: Neapolis University is seeking to appoint a Quality Assurance Assistant. The Quality Assurance Assistant provide administrative and operational support to the Quality Assurance Office, ensuring the effective implementation of quality assurance processes, compliance with regulatory and accreditation requirements, and the continuous improvement of academic and administrative services.

Location: [Neapolis University Pafos]

Type of Employment: [Full-Time]

Job Responsibilities:

- Participates in the development, implementation and continuous improvement of the Integrated Quality Assurance System of the Institution.
- Supports the development, review and updating of policies, procedures and forms related to Quality Assurance.

- Monitors the implementation of quality assurance policies and propose improvements where necessary.
- Cooperates with academic and administrative departments for the proper implementation of QA procedures.
- Maintains and updates QA documentation, records and reports.
- Collects, records and processes data related to QA performance and effectiveness.
- Supports internal and external evaluations, audits and accreditation processes.
- Keeps minutes of meetings and follows up on action plans of QA committees.
- Supports the organization and implementation of student evaluation processes.
- Performs any other duties assigned by the Quality Assurance Coordinator within the scope of the position.

Key competencies:

- Strong organizational and coordination skills.
- Communication skills.
- Ability to meet deadlines.
- Teamwork.

Qualifications and Experience:

- Diploma or bachelor's degree in relevant field
- Microsoft Office proficiency
- Administrative or experience in Quality Assurance will be considered an advantage.

Language:

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

Benefits:

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

Salary:

The salary will be analogous to any prior experience.

Monthly Salary Range: €1200 - €1.400

How to Apply:

To apply, please submit your application, including your CV, to vacancies@nup.ac.cy with the subject line "**Job Ref: [NUP0038/26] – Position Title: [Quality Assurance Assistant]**".

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: 24-Jul-26