



Position Title: Student Affairs Manager

Job Ref: [NUP0037/26]

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.

About the Student Affairs Services Unit: The Student Affairs Unit is responsible for supporting students' academic, personal, social, and cultural development, ensuring a positive and inclusive student experience throughout their studies. The mission is to promote student success, wellbeing, engagement, and integration by providing high-quality support services and fostering a vibrant university community.

The Student Affairs Services Unit provides:

- Student support and guidance
- International student services (immigration services)
- Orientation and induction programmes
- Student activities and events
- Student clubs and societies support
- Student welfare and wellbeing initiatives
- Student complaints and grievance guidance
- Student communication and engagement
- Crisis and emergency student support

Job Description: This is a strategic role ensuring that student needs are effectively addressed through strong leadership and exceptional management and strong decision-making capabilities. The Student Affairs Manager oversees the whole spectrum related to the University's Student Affairs Services, manages operational processes, and contributes to an exceptional student experience and success, and the overall achievement of institutional goals.

Work Location: [Neapolis University Pafos]

Type of Employment: [Full-Time]

Strategic and Operational Leadership to Student Affairs Services Unit:

- Lead, manage and direct end-to-end Student Affairs operations, including the Student Services Office and the Student Well-being Office. Also work closely with the Liaison/Careers and Alumni Office, the Recruitment/Admissions Department, the International Affairs Office and the University's Registrar Office.
- Develop and implement strategic plans, objectives, and annual operational goals for the Student Affairs Services.
- Ensure effective management, coordination and collaboration among all Student Affairs Services Unit.
- Lead, supervise and mentor departmental managers, supervisors, coordinators and staff members when needed.
- Promote a diverse student-centered culture focused on service excellence, inclusion, engagement, and wellbeing.
- Promote and foster teamwork, accountability, and professional development across all Student Affairs Unit.
- Identify operational inefficiencies and implement structured process improvements to increase effectiveness.

Key competencies:

- Strong leadership and managements skills.
- Excellent communication and interpersonal abilities.
- Organizational and event management skills.
- Problem solving and conflict resolution.
- Stakeholder collaboration and relationship building.
- Strategic thinking and decision making.
- Commitment to diversity, equity and inclusion.
- Digital literacy and administrative skills.
- Maintain confidentiality and data privacy standards.

- Knowledge of University life and Student Services.
- Ability to work with different stakeholders including academics, administrative staff and students.

Qualifications and Experience:

- Bachelor's and/or Master's Degree in Social Science, Counseling, Psychology and/or in HRM related studies.
- Minimum of 5 years of experience in student affairs, student services, higher education administration, or a related field.
- Management or Supervisory/leadership experience.
- Experience handling sensitive student issues and complex cases with confidentiality.
- Experience in higher education institutions, colleges, universities, or international education environments.

Language:

- Excellent knowledge of English (both verbal & written).
- Excellent knowledge of Greek (both verbal & written)

Salary and benefits:

Salary Range: €2300 – €3075

How to Apply: To apply, please submit your application, including your CV, to vacancies@nup.ac.cy with the subject line **Job Ref: "NUP0036/26 – Student Affairs Manager "**.

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