



**Position Title:** Educational Technologist

**Job Ref:** NUP0036/26

**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:** The Educational Technologist will support instructional designers, faculty members, and the University's student community in the creation of effective online and hybrid courses by recommending effective design practices through the use and integration of new technologies in the learning process. This position requires an individual who can work with a high level of independence, possesses strong project management, communication, and collaboration skills, demonstrates a willingness to provide superior customer service, and has a passion for creating and supporting innovative educational solutions for students and faculty.

**Location:** Neapolis University Pafos

**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:**

- Bachelor's degree in computer technology, Computer Science, Educational Technology, or a related field.
- 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:**

- Monthly Salary range: **€1.845 – €2.000**
- Salary will be commensurate with previous experience.

#### **How to Apply:**

To apply, please send your application, including your CV, to [vacancies@nup.ac.cy](mailto:vacancies@nup.ac.cy), indicating in the subject line the Job Reference and Job Title: "**Job Ref: "NUP0036/26" – "Educational Technologist"**"



As an equal opportunities' employer, we welcome applications from all suitably qualified people. All appointments will be based on merit.

**CLOSING DATE: 22-Jul-26**