

DOCUMENT CLASSIFICATION: PUBLIC**Position Title:** [Career, Liaison and Alumni Officer]**Job Ref:** [NUP0043/26]**Company Name:** Neapolis University Pafos

2 Danaïs 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 Career, Liaison & Alumni Officer plays a key role in supporting students and graduates in their career development while strengthening the University's relationships with employers, industry partners, and alumni. The successful candidate will assist in coordinating career and employability initiatives, events, and workshops, while contributing to the delivery of high-quality career, liaison, and alumni services.

Location: Neapolis University Pafos**Type of Employment:** Full-Time**Job Responsibilities:**

- Support the daily operations of the Career, Liaison & Alumni Office.
- Assist in organising career events, workshops and student development activities.
- Collaborate with internal departments and external stakeholders.
- Contribute to the continuous improvement of services.
- Perform other duties assigned by the Career, Liaison and Alumni Coordinator.

Key competencies:

- Strong organisational and administrative skills.
- Strong communication and interpersonal skills.
- Student-centred approach and commitment to supporting student professional development.
- Ability to work effectively with diverse student populations and stakeholders.
- High level of responsibility, professionalism, confidentiality, and strong teamwork skills.
- Ability to prioritise tasks, meet deadlines and adapt to changing needs.
- Commitment to continuous learning and professional development..

Qualifications and Experience:

- Diploma or Bachelor's Degree in a relevant field.
- Microsoft Office proficiency.
- Experience in similar position or field will be considered an advantage.

Language:

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

Salary and benefits:

The salary will be analogous to any prior experience.

Monthly Salary Range: €1.200 - €1.400

Benefits:

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

How to Apply:

To apply, please submit your application, including your CV, to **vacancies@nup.ac.cy** with the subject line **"Job Ref: [Job Reference] - [Career, Liaison and Alumni 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: 12-Aug-26