

Position Title: Coordinator Secretariat of the Distance Learning Unit (DLU)

Job Re: NUP0045/26

Company Name: Neapolis University Pafos

2 Danais Avenue,
Paphos 8042, Cyprus

Neapolis University Pafos (NUP) is a fully recognized university in Cyprus, committed to academic excellence. With 3,500 students, it offers accredited **Bachelor's, Master's, and Doctoral degree programmes** through five schools, including the Schools of Business, Law, Health Sciences, and Engineering. NUP is a member of major academic organizations, including **EUA, EURASHE, and EFMD**, and actively participates in global initiatives such as the **UN SDSN** and **UNAIC**. It is also a member of the **EMERGE European University Alliance**, which promotes collaboration in education, research, and innovation across Europe. The University maintains strong partnerships for the delivery of **joint and double degree programmes** with institutions in Cyprus, Greece, the United Kingdom, and China. In addition, NUP has a strong presence in the field of **distance learning**, as a member of **EDEN**, and participates in major research projects, including **Erasmus+** and **Horizon 2020** programmes.

Job Description: The position of **Coordinator of the Secretariat of the Distance Learning Unit (DLU)** aims to provide administrative and operational coordination of DLU processes, support the Unit's Management, Distance Learning Programme Coordinators, academic teaching staff, and students, and ensure smooth communication and collaboration between the DLU and the University's other academic and administrative services and structures.

Location: University Campus

Type of Employment: Full-time

Duties and Responsibilities

- Support the day-to-day operations of the DLU and provide administrative and operational support to the Unit's Management.
- Coordinate academic and administrative processes relating to students enrolled in distance learning programmes, the University's academic teaching staff, as well as the **Collaborating Teaching Staff (CTS)**.
- Coordinate instructors' remuneration/expenses and the related administrative procedures of the DLU.
- Prepare and update procedures, announcements, and informational materials to support the DLU.

- Support the coordination of meetings, academic activities, and other operational processes of the DLU.
- Contribute to the continuous improvement and more effective organization of the DLU's administrative and academic processes.
- Perform other related duties assigned by the DLU Management.

Key competencies:

- Strong organizational and administrative skills.
- Excellent communication and interpersonal skills.
- Ability to effectively coordinate and collaborate with different teams and services.
- Ability to manage multiple tasks, priorities, and deadlines effectively.
- High level of professionalism, responsibility, discretion, and confidentiality.
- Strong attention to detail and effective problem-solving skills.
- Flexibility and adaptability to changing needs and requirements.

Qualifications and Experience:

- University degree in **Business Administration and Management** or a related field.
- Excellent knowledge and proficiency in **Microsoft Office applications**.
- Previous experience in a similar position or related professional field will be considered an additional advantage.

Language:

- Excellent command of **Greek** and very good command of **English**, both written and spoken.

Salary:

The salary ranges from **€1,150 to €1,450**, depending on qualifications and experience.

How to Apply:

To apply, please send your application, including your **CV**, to **vacancies@nup.ac.cy**, with the subject line: "**Position Code: [NUP0045/26] – Position Title: Coordinator of the Secretariat of the Distance Learning Unit (DLU)**"

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

Closing Date: 26 September 2026