Position Title: Student Recruitment Officer

Job Re: [NUP0049/26]

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: NUP is seeking to hire a **Student Recruitment Officer** (on campus and/or remotely). The Student Recruitment Officer is responsible for promoting the University and its academic programmes, developing relationships with prospective students and key recruitment partners, and supporting applicants throughout the recruitment and admissions journey. The role combines student counselling, international recruitment, relationship management, outreach, admissions coordination, and data tracking.

Location: University

Type of Employment: Full-time

Duties and Responsibilities

- Promote the University and its programmes to prospective students.
- Participate in education fairs, school visits, and recruitment missions in Cyprus and abroad.
- Deliver presentations and information sessions to students, agents, corporations, and educational institutions.
- Build pipelines with schools, agents, counsellors, and corporations in various countries.
- Identify, recruit, onboard, and manage education agents from various countries.
- Coordinate with marketing on campaigns and materials.
- Process Greek and English speaking leads generated from campaigns and outreach activities.
- Counsel prospective students about the university and programmes, educational and career opportunities, admission criteria and university policies and requirements.

- Communicate via telephone, WhatsApp and email with prospective students through all stages of the recruitment and admission process.
- Maintain accurate records of prospective students and update systems in a clear and organized manner.
- Receive and check applications.
- Coordinate with academic staff to assess applications.
- Issue Offer Letters for successful candidates.
- Support visa guidance in collaboration with the designated office.
- Work with campus services on onboarding and orientation planning.
- Track recruitment data and trends by country and channel and provide market feedback.
- Perform miscellaneous job-related duties and comply with all university policies and procedures.
- Strive to meet or exceed department metrics while providing excellent and consistent service.

Key competencies:

- Strong interpersonal and communication skills both orally and in writing.
- Ability to process computer data.
- Good multi-tasking skills.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Cultural awareness and sensitivity.
- Attention to detail and document verification skills.
- Willingness to travel .

Qualifications and Experience:

- Experience in higher education, especially in student recruitment field, is considered as an advantage.
- Experience in outreach activities and sales is considered as an advantage.
- University degree.

Language:

- Fluent in Greek and English language.
- Knowledge of other languages is considered as an advantage.

Salary:

- Salary range**:** €1300 - €1650
- The salary will be commensurate with any prior experience.

Benefits:

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

Neapolis University Pafos

How to Apply:

To apply, please send your application, including your **CV**, to **vacancies@nup.ac.cy**, with the subject line:

"Position Code: [NUP0049/26] – Position Title: "Student Recruitment Officer**".**

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

Please note that all applications will be treated in strictest confidentiality.

Closing Date: 28 November 2026