Position Title: [NUP0061/26]

Job Ref: Student Services Officer

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 position is responsible for providing high-quality administrative and student support services, ensuring the efficient and timely handling of student requests, documentation, and academic administration processes. The role involves regular communication with students, Academic Departments, and relevant University services, while maintaining a high level of professionalism, confidentiality, and attention to detail.

Location: [Neapolis University]
Type of Employment: [Full-Time]

Job Responsibilities:

- Provide in-person, telephone, and email support to students.
- Manage and process student requests, applications, and documentation.
- Issue certificates, confirmations, and other student-related documents.
- Support procedures related to enrolment, renewals, suspension/withdrawal of studies, and graduation.
- Enter and update student information in the SIS and other information systems.
- Monitor requests and liaise with relevant services and Academic Departments.
- Manage the Office's electronic and physical correspondence and records.
- Participate in the organisation and support procedures related to the start of the academic year and graduation.
- Perform other related duties as assigned by the Coordinator and/or Management.

Key competencies:

- Excellent communication and interpersonal skills.
- Ability to effectively coordinate and collaborate with different teams and departments.
- 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.
- Excellent knowledge of MS Office and proficiency in using information systems.

Language:

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

Salary:

- Salary Range: €1200 - €1300
- The salary will be commensurate with experience.

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: [NUP0061/26] - [Student Services 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: 05-Dec-26

Neapolis University Pafos