



## JOB POSTING

**Title of Position:** Career Center Coordinator

Neapolis University Pafos  
2 Danais Avenue,  
Paphos 8042

Neapolis University Pafos (NUP) is a fully accredited university in Cyprus, committed to academic excellence and growth. It is a member of key organizations like the European University Association (EUA), European Association of Institutions in Higher Education (EURASHE), and the European Foundation for Management Development (EFMD) and actively participates in the UN Sustainable Development Solutions Network (SDSN) and UNAIC (United Nations Academic Influence Association). NUP is also part of the EMERGE European University Alliance- ([www.euemerge.eu](http://www.euemerge.eu)).

With 3,500 students, NUP offers accredited Bachelor, Master, and PhD programs across five schools: schools (Economics, Administration and Computer Science, Law, Health Sciences, Architecture, Engineering, Land and Environmental Sciences, Social Sciences, Arts and Humanities).

All programmes are accredited by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA), a full member of the International Network for Quality Assurance and Accreditation Higher Education (INQAAHE).

It has extensive experience in joint and dual degrees with universities in Cyprus, Greece, and abroad, including the UK and China. NUP also has a robust Distance Learning Unit, offering various programs and is a member of the European Distance and E-Learning Network (EDEN). The university participates in major research projects like FP7, Erasmus+, Horizon 2020, and EEA Grants, and maintains global partnerships with academic and institutional organizations.

### **Job Description:**

Neapolis University Pafos is looking to recruit a Coordinator for the Career Center of the University, who will play a crucial role in supporting students' career development and job placement, managing relationships with alumni, and fostering a sense of community among graduates.

### **Job Responsibilities:**

- Coordinate the Career Center of the University, which consists of the Alumni Office, the Liaison & Placement Office, and the Career Office.
- Develop and maintain networking communication and linkages with external, social, and economic, public, and private stakeholders.
- Keep the Alumni Record and Distinguished Alumni List of the University.

- Establish strong relationships with the Alumni community.
- Facilitate job fairs, recruitment events, and networking sessions to connect students with potential employers.
- Organize and conduct resume-building workshops, job search strategies, and professional etiquette.
- Establish and maintain relationships with employers to facilitate internship and job opportunities for students.
- Provide students with information on labor market conditions and career pathways.

**Key competencies:**

- High sense of responsibility and confidentiality.
- Willingness for continuous learning and ability to collaborate (teamwork).
- Computer Literate.
- Excellent administrative and organizational skills
- Excellent communication and interpersonal skills, including the ability to address and relate well to a broad range of students and client groups, on a variety of levels.

**Qualifications and Experience:**

- University Degree preferably in a Business field.
- Experience in a similar position.

**Language:**

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

**Salary and benefits:**

The salary will be commensurate with any prior experience and abilities.

**How to Apply:**

Please submit your application, stating “Career Center Coordinator” in the subject line with a copy of your CV to [hrd@nup.ac.cy](mailto:hrd@nup.ac.cy)

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

**CLOSING DATE: Until the position is filled.**