NUP is seeking to hire a **Student Advisor & Admissions Officer**.

Job Purpose: To advise, evaluate and recruit students.

Main Responsibilities Include
- Process Greek and English speaking leads generated from the Marketing Department as well as inbound calls in a timely manner.
- Counsel and advise prospective students about the university and programmes, educational and career opportunities, admission criteria and university policies and requirements.
- Provide clear, correct and timely information whilst following up to ensure progress and resolution of all inquiries.
- Maintain communication via telephone, whatsapp and email with prospective students through all stages of the recruitment and admission process.
- Keep records of prospective students and update CRM in a comprehensible way.
- Liaise with academic staff for the evaluation of applicants and issue Offer Letters.
- Attend exhibitions, events and open days in Cyprus and abroad to promote the university and programmes.
- Perform miscellaneous job-related duties and comply with all company policies and procedures.
- Strive to meet or exceed department metrics while providing excellent and consistent service.

Education and Experience
- Fluent in Greek and English language. Knowledge of other languages is considered as an advantage.
- Experience in higher education, especially in Recruitment field, is considered as a strong advantage.
- Experience in sales and customer service is considered as an advantage.
- University degree

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.
- Ability to work under pressure.

The selected candidate will get a job offer for employment. Please submit your application, stating **"Student Advisor & Admissions Officer"** in the subject line with a copy of your CV to hrd@nup.ac.cy

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