



Frederick University is seeking to hire a motivated and experienced professional to coordinate its international recruitment and admissions efforts.

Position Title: International Admissions Coordinator

Location: Frederick University, Nicosia

Position Type: Full-Time, Permanent

Application Deadline: 7 February 2025

Position Overview:

As we continue to expand our global presence, we are looking for an experienced and dynamic individual to join our team as an International Admissions Coordinator. This pivotal role will involve developing and implementing strategic initiatives to attract and enroll a diverse and talented pool of international students. The successful candidate will coordinate the University's international admissions process, build strong partnerships, and promote Frederick University on a global scale.

Key Responsibilities:

- Support in the development and implementation of a comprehensive international recruitment strategy to increase the university's international student population.
- Coordinate the International Recruitment and Admissions team, providing guidance, support, and professional development.
- Establish and maintain relationships with schools, recruitment agencies, and other relevant organizations on a global scale.
- Represent Frederick University at international fairs, conferences, and other recruitment events.
- Oversee the admissions process, ensuring a smooth and efficient experience for prospective international students.
- Monitor and analyze recruitment and admissions data to assess the effectiveness of strategies and initiatives.
- Collaborate with academic departments and other university units to align recruitment efforts with institutional goals and priorities.
- Ensure compliance with relevant regulations and policies related to international admissions.

Qualifications:

- A bachelor's degree in a relevant field is required; a master's degree is preferred.
- Proven track record of developing and implementing successful international recruitment strategies.
- Strong leadership and team management skills.
- Excellent interpersonal, communication, and presentation skills.
- Ability to work collaboratively with diverse stakeholders and build strong professional relationships.
- Strong analytical and problem-solving skills.
- Proficiency in English and Greek is required. Proficiency in other languages is considered an advantage.
- Willingness to travel internationally as required.



How to Apply:

Interested candidates should submit the following documents to Ms Charalambia Moleski (c.moleski@frederick.ac.cy) by Friday, 7 February 2025:

- A cover letter outlining your qualifications and experience.
- A detailed CV.
- Contact information for two professional references.

Frederick University is a Certified Good Practices Employer and encourages applications from all qualified individuals. We thank all applicants for their interest, but only those selected for an interview will be contacted.