



Frederick University is looking to hire an International Admissions Officer for its Admissions Office in Nicosia on a full-time basis.

The International Admissions Officer is expected to act as a liaison between the University and international prospective students and will be responsible for prompt and efficient processing of international student inquiries, applications and admissions.

This position requires occasional travel and a fluctuating working schedule that may occasionally include both evening and weekend responsibilities.

Requirements

- Bachelor's degree, preferably in Counselling, Marketing, Sales, Communications, or any related field.
- Previous experience in Admissions & Enrollment would be considered as an advantage.
- Strong interpersonal & communication skills.
- Strong administrative and organisational skills.
- Proficient computers skills, including Microsoft Office and related applications.
- Proficiency in entering and updating data in CRM platforms.
- Excellent customer service skills.
- Strong work ethic, integrity, and a friendly and positive attitude.
- Ability to engage across different cultures with respect.
- Ability to work independently and under pressure.
- Ability to handle multiple tasks simultaneously.
- Standard business hours with rare exceptions for travel or special projects.
- Fluency in English.
- Professional proficiency in Greek.
- Valid driver's license with a reliable driving history.

Desirable Qualifications

- Previous experience in recruiting or working with international students would be considered as an advantage.
- Understanding of University admissions criteria and procedures as well as the issues facing international students would be considered an advantage.
- Experience of using a database / CRM systems would be considered an advantage.
- Experience of working with international markets would be considered an advantage.

Responsibilities

- Dealing with day to day enquiries from international applicants via phone, email and face to face meetings, providing accurate and targeted information and advice about the University's courses and services.
- Managing the complete process for international prospective students, from lead enquiry to offer and acceptance of a position, including registering students in the University's databases, ensuring application, admissions and enrolment requirements are fulfilled.
- Liaising with academic staff for admission matters.
- Delivering presentations and talks to audiences of prospective applicants and their parents, agents, or any other interested parties.
- Regular database updating, data analysis and reporting, utilising CRM to document all activity, and statistical records of prospective students and applicants.
- Building and managing multiple international recruitment agent relationships and acting as a liaison with them.
- Contributing to the preparation and dissemination of promotional material.
- Providing visa-related advice and support to non-EU prospective students.
- Attending special events and other recruitment activities that may require travel.
- Developing and demonstrating thorough understanding of the University's academic programs including curriculum, philosophy, structure, costs, financing opportunities.
- Contributing to the effective implementation of any admissions policies and processes.
- Working on other related tasks as directed by the Management Team.

All applications will be treated with the utmost confidentiality.

Interested applicants should send their CV to vacancies@frederick.ac.cy no later than the 22nd of May 2026. Please note that only successful candidates will be contacted.

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.