

Frederick University is looking to hire an Admissions Officer for its Admissions Office in Nicosia.

The Admissions Officer is expected to act as a liaison between the university and prospective students and will be responsible for prompt and efficient processing of student inquiries, applications and admissions. This position requires occasional local travel and a fluctuating working schedule that may include both evening and weekend responsibilities.

Requirements

- Bachelor's degree preferably in Counselling, Marketing, Sales, Communications, or any related field
- Strong interpersonal, administrative, communication, presentation, organisational, and computer skills
- 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 effectively within a team and independently
- Ability to work a flexible schedule, including evenings and weekends as required
- Availability to travel locally as required
- Fluent in Greek
- Good knowledge of English
- Good driving record and valid driver's license
- Good knowledge of MS Office

Desirable Qualifications

- Previous experience in recruiting or working with students.
- Previous experience in admissions setting and/or recruiting/sales.
- Understanding of University admissions criteria and procedures.
- Experience of using a database / CRM systems.

Responsibilities

- Dealing with day to day enquiries from applicants via phone, email and face to face meetings, providing accurate and targeted information and advice about the University's courses and services to prospective students, parents, school counsellors and other interested parties..
- Managing the complete process for prospective students, from lead enquiry to offer and acceptance of a position, including registering students in the University's system, 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, 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, in close collaboration with the Admissions team and other services, internal and external.
- Contributing to the preparation and dissemination of promotional material
- Organising and / or 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.
- Building and maintaining excellent knowledge of the secondary and tertiary educational system in Cyprus.
- Contributing to the effective implementation of any admissions policies and processes.
- Working on other related tasks as directed by the Management. Developing and demonstrating thorough understanding of the University's academic programs including curriculum, philosophy, structure, costs, financing opportunities.
- Building and maintaining excellent knowledge of the secondary and tertiary educational system in Cyprus.
- Contributing to the effective implementation of any admissions policies and processes.
- Working on other related tasks as directed by the Management

All applications will be treated with the utmost confidentiality.

Interested applicants should send their CV to humanresources@frederick.ac.cy no later than the 31st of March 2025. The subject of the email should be “**Application for the position of Admissions Officer**”. All resumes will be handled confidentially. Candidates who meet the qualifications will be invited to interviews.

Frederick University is a Certified Good Practices Employer.