

## **Accommodation Officer**

Frederick University is seeking to hire a full-time Accommodation Officer in Nicosia. This role involves providing essential support to prospective and current students during their application process and throughout their stay, while ensuring the safety and well-being of residents in the Student Halls.

### **Key Responsibilities:**

- Manage the application and registration process for accommodation at the Student Halls and maintain accurate personal and financial records of residents.
- Develop and keep up-to-date listings of housing options for students in the campuses areas.
- Provide information to prospective students about university accommodation and private housing options, as well as general information about the University. Respond to inquiries and provide guidance and support in finding suitable accommodation.
- Create and update informational and promotional materials of the Accommodation Office, and participate in student orientation activities.
- Optimize procedures and guidelines for the University's Student Halls.
- Ensure resident safety and well-being, connecting them with other university services.
- Supervise operations of the Student Halls and ensure compliance with Accommodation Rules.
- Handle resident complaints and mediate conflicts as needed.
- Manage emergency situations effectively.
- Provide administrative support to the Admissions Office as required.
- Perform any other duties assigned to them.

### **Qualifications:**

- University degree or equivalent in a relevant field (e.g., Business Administration, Marketing, Sales, Communications, Social Work, Psychology, Counselling, Hospitality).
- Excellent knowledge of Greek and English.
- Proficient in MS Office and other computer applications.
- Strong organizational, interpersonal, and initiative-taking skills.
- Previous experience in a similar role will be considered an advantage.
- Valid driver's license.

Interested candidates should send their resume by 11/11/2024, to the email address [l.nardi@frederick.ac.cy](mailto:l.nardi@frederick.ac.cy) (Loutsia Nardi) with the subject line "Accommodation Officer."

The university reserves the right to extend the application deadline. All resumes will be handled confidentially. Candidates who meet the qualifications will be invited to interviews.

Frederick University is a Certified Good Practices Employer.