

International Student Welfare Officer – Limassol Campus

The International Students Welfare Officer provides holistic administrative, academic, and welfare support to international students throughout their student lifecycle — from pre-arrival to graduation — ensuring compliance with immigration regulations, smooth integration into university life, and a positive overall student experience.

Duties & Responsibilities

- Provide visa-related advice and support to prospective and current international students for academic or professional programs, including the collection, checking and review of required documentation for issuing entry permits for student cases (On Academic programs), changing visa statuses, specialised visas for professional programs, student visa renewals, and liaising with relevant authorities to ensure the smooth processing and compliance of all visa-related matters.
- Act as a first point of contact for international students on academic, personal, and practical matters and refer them to the appropriate administrative service.
- Coordinate and support orientation programmes, induction sessions, student life activities and information briefings.
- Liaise and collaborate with Schools, Departments, Admissions, Registry, Accommodation, and Finance.
- Contribute to the development of international student handbooks and online content.
- Maintain and manage statistical and demographic data as well as general information related to International students in the University database (SIS), centralised archives and the university CRM.
- Assist in reporting for internal planning, audits, and quality assurance processes.
- Support initiatives aligned with student success, wellbeing, equality, diversity & inclusion
- Perform any other related duties, as required, in support of the objectives of the Studies and Student Welfare Service.

Qualifications

- Undergraduate degree in Social Sciences, Business, Administration, or related field.
- Excellent command of English (written and spoken) and very good command of Greek.
- Digital literacy (Microsoft 365, databases, online forms).
- Strong organisational and administrative skills.
- Student-centred mindset with strong interpersonal skills.
- Knowledge of immigration procedures for international students and/or experience in higher education, student services, or international offices will be considered an advantage.

All applications will be treated with the utmost confidentiality.

Interested applicants should send their CV to vacancies@frederick.ac.cy with subject "International Student Welfare Officer" no later than the 09th of February 2026. All resumes will be handled confidentially. Candidates who meet the qualifications will be invited to interviews.

Frederick University is a Certified Good Practices Employer.