



Frederick University is looking to hire a Junior Admissions Officer for its Admissions Office in Limassol.

The Junior Admissions Officer will serve as a liaison between the University and prospective students, providing administrative support to the Admissions Office and ensuring the prompt and efficient handling of student inquiries, applications, and admissions. The role also requires occasional local travel and a fluctuating work schedule, including some evening and weekend commitments.

Requirements

- Bachelor's degree preferably in Counselling, Marketing, Sales, Communications, or any related field
- Strong interpersonal, administrative, communication, presentation, organisational, and computer 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
- Very good knowledge of English
- Good driving record and valid driver's license
- Good knowledge of MS Office

Desirable Qualifications

- Customer service skills
- 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

- Respond to inquiries from prospective students and stakeholders via phone, email, and in-person meetings, providing accurate information about academic programs and services.
- Manage the full admissions cycle — from initial inquiry to final acceptance — ensuring all application and enrolment requirements are completed and students are properly registered in the system.
- Collaborate with academic staff on admission decisions and related matters.
- Deliver presentations to prospective students, parents, and school counsellors during information sessions and events.

- Maintain and update the admissions database and CRM; conduct data analysis and generate reports to support decision-making.
- Assist in preparing and distributing promotional material to support recruitment campaigns.
- Organise and attend open days, recruitment fairs, and special events, including those requiring local travel.
- Develop a deep understanding of the University's programs, curriculum, admission criteria, tuition structure, and financial aid options.
- Stay informed on developments in the local secondary and tertiary education systems.
- Support the implementation of admissions policies and procedures to ensure efficiency and compliance.
- Provide administrative support to the Admissions Office
- Undertake other related duties as assigned by management.

Interested applicants should send their CV to vacancies@frederick.ac.cy no later than the 15th of September 2025.

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.