



**University of Cyprus
EMPHASIS Research Centre
School of Engineering
Open Position for Special Scientist – Administrative Support staff (Graphic
Designer/Office Administrator)**

The EMPHASIS Research Centre (www.emphasis.ucy.ac.cy) is one of the newest research centres of the University of Cyprus. It is highly interdisciplinary and focuses on Key Enabling Technologies in Information and Communications Technology, with members coming from several departments in the School of Engineering and the School of Pure and Applied Sciences.

The EMPHASIS Research Centre announces one (1) vacancy for a full-time Special Scientist-Administrative Support Staff (Graphics Designer/Office Administrator) to support current research projects, and to support the future growth of the activities of the centre.

Application code: EMPHASIS_2020_A01

REQUIRED QUALIFICATIONS

- Excellent command of both English and Greek.
- First degree (with preference for degrees related to Graphic Design and/or Illustration).
- Strong IT skills, including Word, Excel, Powerpoint, Adobe and document management systems; graphic design for webpages.
- High level of interpersonal, organizational, planning and self-management skills, with the ability to support a variety of activities simultaneously whilst retaining clear focus on deadlines.
- Previous administrative or accounting experience will be considered an advantage.

DUTIES AND RESPONSIBILITIES

Indicative responsibilities in the role include:

- Outreach and promotional activities, such as:
 - Newsletters and leaflet design
 - Development of material for webpages and social media
 - Design of scientific posters and poster presentations
 - Organisation of scientific meetings and events (e.g. Researchers' Night)
- Research support
 - Project administration – includes monitoring of deliverables, milestone payments, accounts (including claims and payments), submission of progress reports, time sheets
 - Monitoring of calls for research projects
 - Grant writing assistance, e.g. preparation of diagrams, budgets, Gantt charts.
 - Liaison with external funders of research.
- Liaison with central university administration and the School of Engineering
 - Press office (e.g. compilation of press releases, contact with media)

- Human resources (e.g. preparation of announcements of vacancies)
- Finance (e.g. procurement, processing of payments, processing travel claims)
- Graduate Office (e.g. Ph.D. student project administration)
- Delivering high level of administrative support to the Director and academic colleagues, including:
 - Diary management
 - Organisation of meetings (including practical arrangements, drafting agendas, writing minutes and following up action points)

EMPLOYMENT TERMS

The yearly employment cost for full time employment (140 hrs/month) is €16.000. From this amount, employer and employee contributions to the various Government Funds will be deducted. The initial contract is for one (1) year with the possibility of renewal based on successful progress. 13th salary is not provided.

Interested candidates should submit the following:

1. Letter of interest for the position
2. A one-page statement (in English) on suitability for the position.
3. Full CV, including description of past relevant experience.
4. Copies of degrees and transcripts.
5. Name and contact details of two referees for recommendation letters.

by email to the following address:

iezekiel@ucy.ac.cy, by **Monday, 16th of March 2020.**

The application must include the application code EMPHASIS_2020_A01

For more information please contact: Prof. Stavros Iezekiel (Tel: +357-22892190, email: iezekiel@ucy.ac.cy)