

**UNIVERSITY OF CYPRUS**  
**DEPARTMENT OF ARCHITECTURE**  
**SPECIAL SCIENTIST**  
**ADMINISTRATIVE PROGRAMME COORDINATOR - ACADEMIC ADVISOR**  
**(SUSTAINABILITY)**

**Title:** Special Scientist – Administrative Program Coordinator & Academic Advisor (Sustainability)

**No. of Positions:** One (1) position

**Category:** One (1) year contract with possibility of renewal based on performance and availability of funding. Full-time Employment (38 hours/week), on days and times determined by the University of Cyprus according to its needs

**Location:** University of Cyprus, Nicosia

The Department of Architecture at the University of Cyprus invites applications for one (1) position of Special Scientist – Administrative Program Coordinator & Academic Advisor (Sustainability) for full-time employment. The successful candidate will support the implementation and coordination of the self-funded ***Bachelor in Urban Sustainability Studies***, while also providing academic advising to students in sustainability-related thematic areas. The Special Scientist shall work for 38 hours per week within the work schedule that the Head of the Organizational Unit determines. During the personal interview, the applicant will be informed of the required work schedule.

**TERMS OF EMPLOYMENT**

The employment will be on a contract basis for one (1) year, with the possibility of renewal based on performance and availability of funding. The monthly gross salary will be equal to €1.855,29. From the monthly gross earnings, the University of Cyprus will deduct the relevant sum which corresponds to the contributions of the employee to the various Governmental Funds and, if applicable, income tax. 13th salary is not provided.

## **DUTIES AND RESPONSIBILITIES**

The Special Scientist will carry out the following duties under the general supervision of the **Academic coordination team**:

### **1. Programme Coordination**

- Oversee the local implementation and effective operation of the Bachelor in Urban Sustainability Studies at the University of Cyprus.
- Act as the primary contact point within the University for programme-related matters.
- Liaise with academic departments and administrative services to ensure smooth delivery of programme requirements.
- Monitor programme progress and contribute to reporting, evaluation, and quality assurance processes.
- Support the strategic development and continuous improvement of the programme.
- Participate in relevant working groups, coordination meetings, and institutional processes as required.

### **2. Academic Advising**

- Organise and deliver introductory group advising sessions for students.
- Provide guidance on programme structure, academic pathways, and decision-making processes.
- Conduct individual advising meetings and, where appropriate, focus groups with students.
- Support students at key stages of their academic progression.
- Maintain accurate and compliant records of advising activities.
- Provide online advising support during mobility periods, where required.

## **REQUIRED QUALIFICATIONS**

- PhD from a recognized higher education institution in a field related to Sustainability (e.g. Environmental Sciences, Sustainable Development, Urban Sustainability, Architecture or related disciplines).
- Demonstrated academic expertise in sustainability-related thematic areas.
- Experience in a higher education environment (teaching, supervision, or student advising).
- Excellent knowledge of the greek and english languages.

## **ADDITIONAL QUALIFICATIONS**

- Experience in academic program coordination and administration.
- Experience in European-funded projects (e.g. ERASMUS+, Horizon Europe).
- Experience working in interdisciplinary academic environments.

## **ADDITIONAL SKILLS**

- Strong organizational, administrative, and communication skills.
- Ability to work effectively both independently and as part of a team.
- Ability to engage constructively with undergraduate students
- High level of responsibility, initiative, and professional integrity.
- Proficiency in standard digital tools, including Microsoft Office (Word, Excel, PowerPoint).

The employment of persons who have reached the age of 65 years old, at the commencement date of employment, is prohibited.

## **SUBMISSION OF APPLICATIONS**

Interested candidates are invited to submit the following:

- i. Full curriculum vitae.
- ii. Copies of degree certificates.
- iii. Names and contact details of at least two persons from whom references may be requested.

Applications must be submitted via **email** or through the link <https://applications.ucy.ac.cy/recruitment> with subject title: “*Application for the position of Special Scientist - Program Coordinator & Academic Advisor (Sustainability)*” by 11<sup>th</sup> of June 2026. For further information, please contact Nadia Charalambous at 22892965 or via email at [charalambous.nadia@ucy.ac.cy](mailto:charalambous.nadia@ucy.ac.cy)

Applicants need not be citizens of the Republic of Cyprus. Applicants should however ensure, before applying, that in case they are selected they will be residing in Cyprus on a full-time basis during the employment period and submission of application implies acceptance of this condition.

At least the three best candidates who satisfy the required qualifications will be invited for an interview by a three-member Committee. All candidates will be informed of the outcome of their application by email.

The University of Cyprus shall collect and process your personal data according to the provisions of the General Regulation on Personal Data 2016/679 (EU).

The University of Cyprus will process your personal data according to the provisions of the General Regulation on Personal Data 2016/679 (EU). The University of Cyprus (UCY) is committed to promoting inclusivity, diversity, and equality, as well as the elimination of all forms of discrimination in order to provide a fair, safe, and pleasant environment for the entire university community, where students and staff members will feel supported both in their professional and personal development, within and beyond their multiple identities.

To this end, UCY seeks to create the necessary conditions that will encourage and respect diversity and ensure dignity both in the workplace and society at large. Moreover, UCY has adopted specific policies to promote equal opportunities, as well as respect and understanding of diversity, while it is committed to promoting and maintaining a working, teaching, and learning environment, free from any form of discrimination, whether direct or indirect.