

POSITION ANNOUNCEMENT: RESEARCH ASSOCIATE (PART-TIME)

Open University of Cyprus – OpenEU WP6

“Inclusive and Green Internationalization, Mobility and Joint Programmes in the OpenEU Seamless Digital Campus Environment”

The [Open University of Cyprus](#) (OUC) invites applications for one **(1) part-time Research Associate** to support the implementation, coordination, and monitoring of activities under Work Package 6 (WP6) of the [OpenEU](#) project.

WP6 focuses on designing and implementing inclusive, green, flexible, and digitally supported mobility schemes and joint programme frameworks for the OpenEU seamless digital campus.

The successful candidate will work closely with the WP6 Local Leader, supporting all WP6 tasks, coordinating OUC-led subtasks and partner communication, including research, data collection, stakeholder coordination, mobility scheme development, reporting, and deliverable preparation.

TERMS OF EMPLOYMENT

- Fixed-term contract (12 months) with the possibility of renewal until the end of the OpenEU funding cycle.
- Part-time position with a maximum workload of up to 70 hours per month (50%). Flexibility in scheduling is permitted, provided that all assigned (sub)tasks and deliverables are completed on time.
- Maximum monthly gross salary: €1,125
- No provision for 13th salary.
- Health insurance through the Cyprus national health-care system (GHS).
- Candidates must be permanent tax residents of the Republic of Cyprus.
- The position follows a hybrid work model, combining remote work with physical presence at OUC premises when required for the effective completion of tasks and coordination activities.

RESPONSIBILITIES

The Research Associate will support the WP6 Local Leader in the planning, coordination, implementation, and monitoring of WP6 tasks. Indicative responsibilities include:

WP6 Overall Coordination & Task/Subtask Support

- Support WP6 tasks in partnership with the Local Leader who represents OUC in WP6 Board Meetings, ensuring smooth daily operations, communication, and timely follow-up across all tasks (e.g., mobility schemes, mobility windows, multilingualism, joint degrees).
- Lead coordination of the OUC-led subtasks, preparing annual work plans, timelines, and progress-tracking tools.

Research & Data Management

- Collect, process, and organize qualitative and quantitative data (surveys, institutional data, pilot feedback, partner inputs).
- Assist in data analysis to support WP6 deliverables, mobility frameworks, and policy recommendations.

Deliverables & Reporting

- Draft and prepare reports, templates, guidelines, policies and documentation for pilots and evaluations, lead the development and coordination of OUC-led Deliverable D6.3: Mobility Toolkit.
- Ensure compliance with OpenEU reporting requirements and quality standards.

Stakeholder Engagement

- Support communication and collaboration with WP6 partners and relevant OUC units.
- Assist in organizing online meetings, workshops, and consultations with internal and external stakeholders.
- Maintain documentation, minutes, and follow-up notes.
- Contribute to the organisation of events, seminars, mobility weeks, and stakeholder-related activities.

Operational & Administrative Support

- Maintain WP6 files, datasets, version-controlled documents, and shared repositories.
- Support WP6 dissemination activities
- Contribute to identifying external funding opportunities and supporting the sustainability of OpenEU mobility and internationalisation initiatives.

REQUIRED QUALIFICATIONS

1. Bachelor's or Master's degree in Education, Social Sciences, European Studies, Project Management, or another relevant field.
2. Excellent written and verbal communication skills in English.
3. Team-oriented mindset and ability to collaborate in an international project environment.
4. Strong analytical skills, including ability to manage, structure, and interpret data.
5. Experience with research tasks, documentation, or project-based work.
6. Excellent organisational skills and attention to detail.
7. Ability to work independently and meet deadlines within defined timelines.

ADDITIONAL QUALIFICATIONS (Considered an asset)

1. Minimum five years of experience in EU-funded mobility programmes, particularly within higher education institutions and/or agencies involved in Erasmus+ Higher Education actions (KA131, KA171).
2. Experience with project management tools, such as MS Teams and SharePoint.
3. Experience with data analysis tools (e.g., Excel, SPSS) and survey platforms.
4. Proven ability to prepare reports, policy texts, strategic documents, and guidelines, with experience in programme implementation, monitoring, and stakeholder engagement.
5. Knowledge of multilingualism, inclusion, internationalisation, or related areas within higher education.

APPLICATION MATERIALS

Interested candidates must submit:

- Cover letter (1 page) describing how they meet the required and desirable qualifications.
- Curriculum Vitae including contact details of one reference (academic or professional).
- Copies of academic degrees/certificates.
- Statement confirming availability for physical presence at OUC when required.

SUBMISSION & DEADLINE

Applications, along with the above materials, should be submitted electronically at <https://careers.ouc.ac.cy/apply#> by 19 December 2025.

CONTACT INFORMATION

Questions concerning the application process may be directed to the OUC Research Office by email (research@ouc.ac.cy) or phone +357 22411692.

For questions regarding job responsibilities or WP6 activities:

Athina Skotara, OpenEU WP6 Local Leader

Email: athina.skotara@ouc.ac.cy

Tel: +357 22411724

EQUAL OPPORTUNITIES STATEMENT

The Open University of Cyprus is committed to an Equal Opportunities Policy and encourages applications from all qualified individuals regardless of gender, gender identity, ethnicity, religion, age, disability, sexual orientation, or any other characteristic protected under Cyprus law.