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 support WP6 Local Leader in all WP6 tasks and will have a coordination role for OUC-led subtasks and OUC-led WP6 Deliverable, ensuring timely implementation, partner communication, 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 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 all 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).
- Coordinate OUC-led subtasks—T6.2.3 Mobility Windows in Networked Programmes, T6.3.1 Staff Mobility Week, and T6.3.3 Visiting Teaching Assignments—by preparing annual work plans, timelines, and tools for partner process tracking.

Research & Data Management

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

Deliverables & Reporting

- Draft and prepare task/subtask reports, templates, guidelines, policies and documentation for pilots and evaluations.
- Lead the development and coordination of Deliverable D6.3: OpenEU Mobility Toolkit, an interactive resource for non-traditional and lifelong learners.
- 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.
- Support the organisation of mobility-related events such as international virtual seminars, on-site mobility weeks, mobility windows and coordinate OpenEU staff mobility weeks (T6.2.1 Embedded mobility within a course & T6.3.1 OpenEU staff mobility weeks).
- Coordinate activities related to Visiting Teaching Assignments and job shadowing for OpenEU staff (T6.3.3).

Operational & Administrative Support

- Maintain WP6 files, datasets, version-controlled documents, and shared repositories.
- Support WP6 dissemination activities.
- Assist in multilingualism initiatives, including virtual classrooms and language learning spaces (T6.5).
- Support coordination of mobility windows embedded in networked programs (T6.2.3) and joint degrees (T6.4).

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 **7 January 2026**.

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.