



**AMERICAN
UNIVERSITY
OF BEIRUT**

Mediterraneo

Migration Support Officer at the American University of Beirut – Mediterraneo in Pafos, Cyprus (Full-time, Hybrid)

The Office of International Programs at [AUB Mediterraneo](#) seeks a dedicated Migration Support Officer to join our team. This role involves managing all visa and migration-related processes for international students, faculty, and staff at AUB Mediterraneo. The officer's role is to ensure compliance with Cyprus immigration regulations, facilitate residence permit applications, liaise with government authorities, and enhance the in-house migration support capabilities of AUB Mediterraneo.

The position will require frequent travel to Nicosia to interact with government offices there (at times multiple times per week and/or as needed).

Key Responsibilities:

1. Student and Staff Visa and Migration Support:

- **Pre-Arrival Support:**
 - Advise international students, faculty, and staff on visa processes and required documentation.
 - Review visa applications and ensure compliance before submission.
 - Support special entry permits and exemptions when applicable.
- **Upon Arrival and Residency Permit Processing:**
 - Arrange biometric registration and medical tests as per Cyprus Migration regulations.
 - Submit residence permit applications and track their progress.
 - Support students and staff in obtaining Social Insurance Numbers, bank accounts, and health insurance.
 - Assist students with health insurance enrollment and claim processing.
 - Liaise directly with Migration Authorities to resolve issues efficiently.
- **Renewals and Compliance:**
 - Track visa and residency permit expiry dates and send reminders.
 - Handle renewals, status changes, and extensions.
 - Ensure compliance with Cyprus immigration reporting requirements.
- **Coordination with Recruitment and Admissions:**
 - Work closely with the Recruitment and Admissions teams to ensure smooth processing of visa-related requirements for incoming students.
 - Assist in advising the team on visa eligibility and necessary documentation.

2. Policy Development and Institutional Support

- Establish standard operating procedures for visa and migration services.
- Maintain an updated migration database of international students, faculty, and staff.
- Work closely with our legal consultants to stay updated on immigration laws.
- Provide reports to senior management on visa processing trends, challenges, and improvements.

3. Liaison and External Relations:

- Act as the primary liaison between AUB Mediterraneo and the Cyprus Migration Department.
- Develop relationships with government authorities, embassies, and consulates.

Qualifications and Skills:

- Bachelor's degree (preferred) or equivalent experience.
- At least 3 years of experience in immigration services, visa processing, or legal administration related to migration.
- Prior experience in higher education institutions or international student services is a plus.
- Strong knowledge of Cyprus immigration laws and visa processes.
- Excellent organizational and administrative skills with attention to detail.
- Ability to handle sensitive and confidential information professionally.
- Strong interpersonal and communication skills (Greek and English required).
- Ability to work independently and travel to Pafos/Nicosia as needed.

An attractive remuneration package will be offered to the successful candidate according to qualifications and experience. Interested candidates are invited to submit the following by email to recruitment@aubmed.ac.cy: cover letter, CV, and contact information for three references familiar with the applicant's professional experience. Only short-listed candidates will be contacted.

Application deadline: April 21, 2025.

Join our team to support AUB Mediterraneo's mission to enhance global education. Apply today!