

**AULA CERVANTES (INSTITUTO CERVANTES)  
SPECIAL SCIENTIST (ADMINISTRATIVE SUPPORT STAFF)**

<b>Title</b>	: Special Scientist
<b>No. of Position(s)</b>	: 1 (one)
<b>Category</b>	: 1 (one) year contract, with possibility of renewal
<b>Location</b>	: Aula Cervantes University of Cyprus, Nicosia

The Aula Cervantes Institute announces a part-time Special Scientist position (20 hours/week) for the needs of the Institute funded by the University of Cyprus.

**DUTIES AND RESPONSIBILITIES**

- Works under the supervision of the Director of the AULA
- Provides information to all people interested in the AULA's activities
- Cooperates with the relevant Services of the University to ensure the unhindered operation of the AULA
- Supervises the facilities to ensure proper use of equipment and services offered
- Provides general administrative support to the Director for issues related to the operation of the AULA
- Notifies the Information Systems Services of the University about specialized technical issues
- Performs any other relevant duties and responsibilities duly assigned to him/her
- Uses and manages the AULA Cervantes electronic systems: management of Facebook page, website content, online applications, etc.

**QUALIFICATIONS**

- University degree holder (Bachelor's or Master's) or currently enrolled undergraduate or graduate students with academic training in the field of Spanish language and culture
- Fluency in spoken Greek and Spanish (success in the B2 DELE examination or other equivalent examination).
- Basic Information Technology knowledge for the use of the AULA Cervantes electronic systems (experience with managing Facebook pages, website content management, online applications, etc.)
- Tutoring experience in subjects relevant to Spanish language and/or culture will also be taken into consideration.

**EMPLOYMENT TERMS**

The position is offered on a contract basis for one year which may be renewed. The monthly salary is equal to €662,66 (20 hours/week). Employee contributions to the various governmental funds will be deducted from this amount. The position does not include a 13<sup>th</sup> Salary bonus or medical insurance coverage.

Interested candidates should submit the following items, in PDF or Word format, via e-mail to the **Aula Cervantes Institute** email [aula.nicosia@cervantes.es](mailto:aula.nicosia@cervantes.es) by the **1<sup>st</sup> of December 2017**.

- i. Cover letter that specifies their employment availability date
- ii. A detailed curriculum vitae in **Greek or in English** (contact address and telephone number should be included)
- iii. Copies of transcripts and degree(s)
- iv. The names and contact details of at least two University professors from whom references may be requested

For more details and other information, interested individuals may contact the **Aula Cervantes Institute** by telephone at **22895136**.