

KIOS RESEARCH AND INNOVATION CENTER OF EXCELLENCE

Part-time HR Internship Position for University Student

The **KIOS Research and Innovation Center of Excellence (KIOS CoE)** at the **University of Cyprus** invites applications for one (1) part-time Human Resources Intern. This opportunity is open to both undergraduate and postgraduate students in Human Resources or Management or Business Administration or other related fields. The selected candidate will gain hands-on experience in Human Resources, contributing to the Center's HR operations and developing practical skills in the field.

Who we are:

KIOS CoE is the largest research center of the University of Cyprus and it currently employs more than 200 researchers. The KIOS CoE operates in a diverse environment as an equal opportunity employer.

What we do:

KIOS provides an inspiring environment for carrying out top-level Research and Development in the area of Information Communication Technologies (ICT), with emphasis on the Monitoring, Control, Management and Security of Critical Infrastructures, including power and energy systems, water, transportation and telecommunication networks, healthcare systems, as well as systems for emergency management and response. The Center is involved in several research and innovation projects funded by various European and national funding agencies, as well as projects funded by the industry.

Job Details

The successful candidate is expected to:

- Assist with the induction and orientation procedure.
- Support the recruitment activities of the Center.
- Assist with training and professional development activities.
- Assist with the performance management process.
- Maintain and update HR-related records.
- Provide support in the preparation of HR materials, documentation, reports, and presentations.
- Support the organization of HR-related events.
- Contribute to the development and review of HR policies and procedures.
- Provide administrative support to the HR team as required.

Profile of the ideal candidate:

- Excellent interpersonal and communication skills
- Very good organizational and self-management skills

- Team-player
- Reliable and trustworthy
- Have integrity and dependability
- Flexible and eager to learn
- Able to adapt in a fast-paced dynamic environment
- Excellent knowledge of the Greek and English language
- Excellent knowledge of Microsoft Office tools

Employment Terms

The successful candidate will have the opportunity to be employed for an initial period of 6 months, which can be renewed for a longer period depending on the students' performance and availability. The first 6 months will be a trial period.

The student will be allocated space to work and will be required to have a physical presence at KIOS CoE during their work hours.

The employment status will be part-time with a maximum working time of 20 hours per week during the academic year of the University of Cyprus and 35 hours per week during the holiday periods at the University of Cyprus, with gross salary 7,15 €/hour. Various contributions (social insurance, etc.) will be deducted from the gross salary, in accordance with the existing legislation.

How to apply

Interested candidates should submit the following items online through the link:

<https://applications.ucy.ac.cy/recruitment/>

1. The latest degree transcript
2. Letter of expression of interest, in which the following topics are covered, if applicable:
 - Reason to apply to KIOS CoE and expectations of the position
 - Previous related experience and specific examples of projects (personal or as part of coursework)
 - Awards and other achievements
 - Other work/volunteering experience/extra-curriculum activities (it does not have to be relevant to the position)

Deadline for applications: **Friday 24th of October 2025, at 17:00.**

Applications will be reviewed shortly after the application deadline and candidates may be invited for an interview at KIOS CoE.