



## **MILESTONE INSTITUTE**

**‘Education and Leadership through Excellence, Integrity and Humility’**

### **Mentor**

Mentoring is at the heart of the Milestone Institute’s academic programmes, providing individual support for students’ intellectual development, orientation, motivation and emotional welfare in each Year Group. With a diversified student body, Milestone is looking to broaden students’ fields of interest by reaching out to subject area experts in varied fields.

Mentoring offers opportunities to work with the next generation of talented professionals, scholars, thinkers and change makers. Mentors support and nurture students’ talents by guiding them through important decisions and making them aware of the wide range of academic opportunities and career paths available to them. As the Milestone Programme progresses, the role of a Mentor is increasingly to focus students’ interests and support a particular academic study pathway. Academic development, advanced study, immersion in subject knowledge, development of internationally relevant skills, development of a holistic interest in the world and its affairs and interdisciplinary/problem based learning become increasingly important. A skilled Mentor can weave the various threads and layers of the Milestone Programme together to make sure that each student gets the most out of his/her Milestone experience.

It is in this spirit that the Milestone Institute seeks to appoint highly committed and talented professionals as Mentors, a post which demands exceptional interpersonal, management and communication skills. A strong academic background, an empathy with young people, drive and determination are all important requirements of the post. In addition, as all mentoring and teaching within the Institute is carried out in English, a full and professional level of proficiency in writing and speaking in English is essential.

#### **Key Responsibilities of the Post:**

##### **To lead and direct, under the overall direction of the Deputy Head of House,**

- students’ awareness of the breadth of choice available to them regarding both academic study and career paths;
- the development and orientation of students’ interests across disciplines.

##### **To manage, monitor and review, under the overall direction of the Deputy Head of House,**

- the identification of strengths, weaknesses and special talents of students, setting challenging goals and guiding them towards areas where these might flourish;
- the representation of students’ interests, guiding them through important decisions;

- the pastoral care and personal development of students referring concerns to appropriate staff;
- opportunities to help students gain internship/volunteer experience in their area of study;
- involvement of students in extracurricular activities in and outside Milestone, encouraging an active role in Student Life;
- an understanding of advanced academic material in students' area of interest, developing general academic skills.

**To promote and maintain:**

- a lively interest in new initiatives in education at local, National and International levels including the development and use of new technologies, strategies and activities to enhance teaching and learning.

**Application Process:**

Application is by Letter and Curriculum Vitae via the application link [here](#).

Shortlisted candidates will be required on the interview day to prepare certain tasks depending on which post they apply to. Applicants that apply for both posts will be expected to prepare for the Module Leader task.

Instructions for the Letter of Application and Additional Tasks are indicated on the template available [here](#).

- **Deadline:** The closing date for receiving applications is **Sunday, 22<sup>nd</sup> April at 23:59 CET**.
- **Interviews:** Interviews will be held between **Monday, 23<sup>rd</sup> and Friday, 27<sup>th</sup> April from 17:00 - 20:00**.

Shortlisted and unsuccessful candidates will be notified.

In order to gather more information about life at Milestone, please read the [Milestone Institute Academic Handbook / Student Guidelines 2018-19](#).

**Timeline of Application Process:**

- **Sunday, 22<sup>nd</sup> April at 23:59 CET: Closing date for applications to be received.**
- **Monday, 23<sup>rd</sup> and Friday, 27<sup>th</sup> April from 17:00 - 20:00: Interviews**  
Opportunity to meet colleagues and students informally, undertake a case study, and have formal interviews. A final appointment decision will be made and candidates notified.

**Conditions of Service:**

- This is a flexible post, requiring a commitment of twelve 60-minute mentoring sessions per mentee per year, which, including expected preparation time, amounts to **24 hours / mentee / year**.
- Fixed term contract, duration of **one year**.
- Payment is **100 000 HUF (gross) per mentee**, paid in three instalments.
- Mentoring sessions are expected to take place at the Institute's Headquarters: [1062, Budapest, Bajza utca 44](#).
- The post holder should have the right to work in Hungary and might be subject to a local police check.