



MILESTONE INSTITUTE

Call for applications: Academic Administrator

The Milestone Institute - a centre of advanced education for talented secondary school students - is seeking a highly motivated **Academic Administrator**. This is a key role in the management of our academic curriculum and the organisation of our student life. With over 300 students, 150 academic modules, over 70 faculty members and 600 alumni at many of the world's leading universities, the Institute is dedicated to nurturing a community of changemakers able to face the challenges of the 21st century.

Purpose of job

The **Academic Administrator** will provide administrative assistance for the development, planning, organisation and management of all activities related to our academic programmes. The Administrator will measure quality as well as make recommendations and implement ideas on how to improve the administration of the Academic Department. The Administrator will work closely with programme directors of the four academic years, as well as division heads of the four divisions to improve the quality of teaching. The identification of opportunities for student development, such as conferences or competition, will be a crucial part of the role. In addition, the Administrator is also responsible for supporting the recruitment, contracting, and training of new and existing Academic Department staff and faculty members across the different programme years and divisions, in line with the mission, vision and values of the Milestone Institute.

Responsibilities and main duties

- Design and implement the academic calendar
- Plan and coordinate class schedules and ensure that the academic programmes are conducted effectively, precisely and punctually
- Maintain the academic records of all students in the Institute's IT systems, primarily in the Student Information System (SIS) and the Learning Management System (LMS)
- Develop record keeping procedures
- Develop procedures that aim at increasing administrative effectiveness within the Academic Department
- Administer programme enrolment and class enrolment (online and offline)



- Identify competitions, conferences, scholarships, grants and other skill development opportunities for our students and disseminate the information to them
- Initiate and cultivate cooperations with other organisations and companies to secure internship and volunteering opportunities for our students
- Assist the recruiting and interviewing process of Academic Department related job postings in close cooperation with respective departments
- Support the induction and onboarding process of new Academic Department staff and faculty members
- Organise the training of new and existing Mentors and Module Leaders, in cooperation with respective departments
- Support the performance review of Academic Department staff, in close cooperation with respective departments
- Organise the performance review of faculty, in close cooperation with respective departments
- Contribute to a happy, healthy and comfortable work environment
- Promote equality and diversity in line with the Milestone Institute's mission, vision and values

Person specification

The ideal candidate will have a strong interest and experience in education, organisation, management and community-building.

Behaviours

- Outstanding verbal, listening, and written communication skills
- Team and cooperation oriented
- Desire to make a difference, eagerness to learn

Skills and knowledge

Required:

- Native or near native-level English-language competence
- Spreadsheet management skills (Excel, Google Sheets, Open Office)

Desired:

- Working knowledge of the Google platform, including, but not restrained to: Gmail, Calendar, Drive, Docs, and Sheets.

Experience

Required: Project management and administration

Desired: Experience with US or UK educational best practices

If you are interested in the position above, please fill out our application form.



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