MILESTONE INSTITUTE

'Education and Leadership through Excellence, Integrity and Humility'

Context

The Milestone Institute is a centre of advanced education for gifted and talented secondary school students. With over 325 students, 104 faculty members and 568 alumni at many of the world's leading universities, the Institute is dedicated to nurturing a community of changemakers who are ready and able to face the challenges of the C21. With over 125 teaching modules on offer and a comprehensive and personalised mentoring scheme, the Institute aims to inspire and nurture in its students a quest for academic excellence, a pursuit of scholarly curiosity and a passion for leadership. In these ways, students are encouraged to recognise themselves as agents of change and to be ambitious for their futures.

In seeking to realise the widely varying talents and ambitions of its community of students, the Institute aims to recruit talented staff members who share the goal of striving for excellence in education, experimentation in teaching methods and inspiration in a student-led social network which combine to offer a unique educational experience for students and an academically and socially challenging and satisfying environment for its staff.

Academic Intern

It is in this spirit that the Milestone Institute seeks to appoint a highly committed and talented professional as Academic Intern who supports the Academic Coordinator and the whole Academic team in maintaining databases, communication with the faculty and the student body, and administration of Academic Coordination activities. The position requires high degree of organisational skills, people skills, attention to detail and the basic knowledge of spreadsheet management. Programming and previous database management experience is a plus. As all activities within the Institute are carried out in English and communication with external stakeholders is carried out in Hungarian, a full and professional level of proficiency in writing and speaking in **English and Hungarian** is essential.

Key Responsibilities of the Post:

To Support the Academic Coordinator in:
- Maintaining student and faculty databases;
- Monitoring and reviewing teaching materials and course content in Canvas, the Learning;
- Management System of the Institute;
- Updating student academic records;
- Desk research on student development opportunities;
- Issuing weekly and seasonal reports to support the work of the Academic Team;
- Invigilation of tests, exams and competitions;

- The scheduling and coordination of academic activities (e.g. admissions, mock interviews);
- The information exchange between the core Academic Team and the faculty and student body through mass emails, announcements and forms.

Application Process:

Application is by Motivation Letter and Curriculum Vitae via the application link here.

- **Deadline:** The closing date for receiving applications is **Sunday, 7th July at 23:59 CET**.
- **Interviews:** Interviews will be held on the afternoon of **Wednesday, 10th July.**

Applicants will be required to perform **tasks** during the interview. Instructions to the tasks will be given a few moments before the tasks are expected to be carried out.

All candidates will be notified.

In order to gather more information about life at Milestone, please read our website.

Timeline of Application Process:

- **Sunday, 7th July at 23:59 CET**: Closing date for applications to be received.
- **Monday, 8th July:** Applicants invited for interview.
- **Wednesday, 10th July:** Interviews

Conditions of Service:

- This is a flexible position. The exact weekly workload will be agreed on by both parties in advance.
- The intern will be employed under the terms of "egyszerűsített foglalkoztatás" and will be paid net 1.000 HUF per hour. Payments made weekly.
- A full and professional level of proficiency in writing and speaking in **English and Hungarian**.
- The post holder should have the right to work in Hungary and might be subject to a local police check.
- The detailed job description can be found on the following link.