



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 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 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 guidelines available [HERE](#).

Shortlisted and unsuccessful candidates will be notified.

Disclaimer:

The Milestone Institute constantly looks for highly committed and talented professionals. Although its prime recruitment period is usually before the start of a new Academic Year, the Institute welcomes applications all year long. Please keep in mind that applications will be weighed by a combination of the applicant's profile and the Institute's recruitment needs.

Conditions of Service:

- This is a flexible post, requiring a commitment of **12 x 60 minutes contact time per student for an academic year**. This should be seen as a) non-negotiable face-to-face contact time to meet the student b) a framework which should be used to enable frequency and be adjusted to meet the goals of a given year group, the needs of the student and it also includes preparation, training, reporting or meeting with parents.
- Fixed term contract, duration of **one academic year**.
- 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.

Remuneration

The Milestone Institute has a complex remuneration system which reflects each Mentor's professional development path.

There are four bands according to levels of experience and autonomy of mentoring practice; all Mentors who are new to the Institute will be in the 'Novice' band, regardless of previous teaching /

mentoring experience elsewhere

Novice: 110 000 HUF per mentee, paid in three instalments over the Academic Year

Mentors that are starting their mentoring practice and have little experience of mentoring in Milestone. Assisted in trainings from the very fundamentals to more complex problems.

Scholar: 120 000 HUF per mentee, paid in three instalments over the Academic Year

Mentors that have one or several years of practice. Are well aware of how internal systems and mentoring works. Assisted in more complex situations of pastoral care, parental relationship, orientation, and advanced preparation (US, Oxbridge).

Fellow: 130 000 HUF per mentee, paid in three instalments over the Academic Year

Mentors that have several years of practice behind them. Autonomous in all aspects of their mentoring practice and regularly produce exemplary results.

Master: 140 000 HUF per mentee, paid in three instalments over the Academic Year

Mentors with the longest and largest experience at Milestone. Autonomous and with the ability to impart experience on others across a large subject range with regularly producing exemplary results.

The amount is gross if contracted as employee and net if contracted as self-employed/company and is paid in three instalments (33%, 34%, 33%) according to the following timeline:

1st instalment: 31st August

2nd instalment: 31st December

3rd instalment (Freshman, Sophomore, Junior students only): 30th April of the next year OR

3rd instalment (Senior students only): 31st August of the next year

Application checklist:

- CV in English - Containing the contact details of 2 referees
- Letter(s) of Application in English - Between 750 - 1000 words (Please use [these guidelines](#))
- Scanned copy of highest academic qualification
- [Online application form](#) 