



MILESTONE INSTITUTE

‘We have the vision of Hungary transformed into a country known for contributing pioneering solutions to the principal challenges of the 21st century.’

Context

The Milestone Institute is a centre of advanced education for gifted and talented secondary school students. With over 350 students, 80+ faculty members and almost 1,000 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 21st century. With over 150 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 future.

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.

Student Pathway Development Supervisor

The Milestone Institute’s Academic Department is looking for a new member of staff to support the educational and developmental activities across the Lower and Upper Houses, with a particular focus on students’ achievement of Year Group-specific goals and their successful and smooth transition from one Year Group to the next, as well as the development of application pathways to top university destinations outside of Europe (primarily in North America and the Far East).

Description of the Position

Position in the Organisation:

The Student Pathway Development Supervisor is a full-time core staff position with support and some management responsibilities in the Upper and Lower Houses of the Milestone Institute. The position is managed by the Head of Upper House, with input from the Head of Lower House and the Head of Junior Year.

Core Responsibilities and Objectives:

The core responsibility and objective of the Student Pathway Development Supervisor is to act as the connecting force between Milestone's Upper and Lower Houses and across all four year groups within the Institute, and to support the efficient operation of the Houses and the achievement of the goals of individual year groups. A core element of this is the development, leading and nurturing of the US and Far Eastern application pathways across all year groups of the Institute. In addition, the holder of the position is expected to plan and execute specific projects and tasks assigned by the Heads of Houses to reach named outcomes, targets and performance indicators.

Key Responsibilities:

Under the overall direction of the Head of Upper House,

To lead and direct*:

- developing the framework for and student engagement in the application pathway to universities and colleges in North America and the Far East across all Year Groups, with the aim of Senior students submitting successful applications to top 100 US, Canadian and Far Eastern colleges and universities.
- the activities around relationship building and management with North American and Far Eastern universities.
- the delivery of student and mentor training and information sessions aiding the above and other Year Group-specific goals.

To manage, monitor and review:

- the mock test and mock interview processes and their high quality preparation and execution in the Senior Year.
- the US and Far Eastern university application processes and their high quality execution in the Senior Year (letters of recommendation, personal essays, Common Application uploads and reviews and all related communication), as well as all necessary preparatory work within the Junior Year for successful applications in the subsequent year.

**Please see [Job Description](#) for corresponding Glossary of Terms.*

To support:

The Heads of Houses and Head of Junior Year in:

- coordinating and executing administrative tasks and activities related to the daily operation of the programme.
- advertising and coordinating applications to study abroad programmes and opportunities among students, especially in the Sophomore Year.

Further Responsibilities:

Depending on the successful applicant's profile and background, they will also be expected to perform **Mentoring and Module Leader duties** (for further information about these roles, please see the Institute's website). As a basis of discussion, the role may also include involvement in outreach and fundraising activities.

Required Skills and Experience:

- High proficiency in English.
- Aptitude for leadership and people management.
- Min. 1 year of experience in studying abroad or working abroad in secondary or higher education, preferably in the USA.
- Strong interest in progressive education.
- Identification with the Milestone ethos of academic excellence, social responsibility, entrepreneurial initiative and artistic expression.
- Good collaborative and cooperation skills.

Optional Skills and Experience:

- Experience in working with gifted students aged 14 to 19 in formal or non-formal education environments.
- Experience with international higher education, admission or scholarship systems; knowledge and experience with US college admissions / university counselling very strongly preferred.
- Academic or research expertise in any of the Institute's four Divisions (Numerical Sciences, Natural Sciences, Social Sciences, Arts and Humanities).
- Aptitude for IT, data management and digital learning systems.

Conditions of Service:

- This is a full time post of 40 hours per week.
- Salary will be commensurate with age and experience.
- The post holder should have the right to work in Hungary.

- Milestone's office hours are from **Monday to Friday, 10 am until 8 pm** and **Saturdays, 10 am until 6 pm**. This means that there may be times when members of the Academic Team are expected to work unusual hours (regular working hours are Mon-Fri 10 am to 7 pm, with a 1-hour lunch break).

Child Safe Recruitment:

The Institute is committed to child safe recruitment, selection and screening practices and has a child safe recruitment policy in place. Thus, we require all applicants to undergo an extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note, the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children.

The successful applicant will be required to submit the following documents upon contracting:

- Self-declaration related to disciplinary offences relating to children
- Local police check
- Child Protection Training - to be held by the Institute

Application Process:

Detailed job description can be found [HERE](#).

Application is by Curriculum Vitae and the candidate's response to the Recruitment Task below (**no** letter of application/motivation is required), to be submitted via the application link [HERE](#).

Recruitment Task:

Please answer all the questions below, in 150-200 words each:

- How should a student decide which university(/ies) / college(s) / course(s) to apply to? What should and should not be a consideration?
- What is the greatest advantage US higher education offers to a European student?
- Is a study-abroad year during high school beneficial for everyone or are there students who shouldn't go?
- Milestone students have widely varying talents and ambitions. Considering this variety and range, what in your opinion makes for a well-rounded student profile?

The closing date for receiving applications is **Sunday, 3rd January 2021 at 23:59 CET**. Interviews will be held on **Friday, 8th January 2021**. (Please see detailed timeline below.)

Timeline of Recruitment Process:

- **Wednesday, 2nd December 2020:** Publishing the job advertisement of the position.
- **Sunday, 3rd January 2021 at 23:59 CET:** Deadline for applications to be received. Copies of applications subsequently made and distributed to the appointment panel.
- **Wednesday, 6th January 2021:** Meeting of appointment panel to shortlist candidates for interview.
- **Thursday, 7th January 2021:** Shortlisted candidates invited for interview, candidates not shortlisted notified.
- **Friday, 8th January 2021:** Interview Day.
- **Tuesday, 12th January 2021:** (*if applicable*) pre-offer discussion with preferred candidate.
- **Wednesday, 13th January 2021:** Offer sent out to preferred candidate, with response expected by COB Thursday 14th January.
- **Friday, 15th January 2021:** Notifications sent out to all shortlisted candidates.
- **TBD:** Planned start date of successful candidate.