



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 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.

Student Life Coordinator

It is in this spirit that the Milestone Institute seeks to appoint a highly committed and talented professional as Student Life Coordinator, a post which demands exceptional interpersonal, organisational and communication skills. The main focus of the role is to work towards Student Life that acts as a third pillar of the Institute's Academic Programme, imparting knowledge and skills and supporting reflective learning and employability awareness in the areas of leadership, project management, financial responsibility and transparency, democratic practices, outreach and social impact. To achieve this aim, the Student Life Coordinator serves as the first point of contact for Milestone Institute Student Societies, Clubs and the Student Council and supports Student Life and Student Leadership initiatives and events that cover a wide range of interests and disciplines, develop a strong sense of community amongst the student body, celebrate cultural diversity and promote equality of opportunity with an aspirational and socially aware ethos within the context of a centre for advanced study for gifted and talented students.

Description of the Position:

Position in the organisation

The Student Life Coordinator will work directly under the Head of Upper House, working in close cooperation with the Academic Team.

Core Responsibilities and Objectives

To lead and direct*:

- the design, management and delivery of ‘Student Life Weeks’, ‘Student Life Fair’ and other initiatives to promote Student Life activities, advertise Societies and Clubs, encourage membership, involvement and commitment to community building across all Year Groups within the Institute, liaising with staff at all levels as necessary.
- the design and management of the Student Leadership Programme (including but not exclusive to Student Leadership trainings, briefings, individual meetings, feedback sessions, social and community building events), building a cohesive leadership community and equipping students with tools to represent Milestone externally.

To manage, monitor and review:

- the devising and implementation of a strategic plan for Student Life initiatives and events over the short and long term.
- the work of Student Leaders and all students to establish and develop Societies and Clubs for the benefit of the student body, the Institute and the wider community.
- the work of Student Leaders to ensure that Student Life initiatives and events develop a strong sense of community amongst the student body, celebrate cultural diversity and promote equality of opportunity.
- develop relationships with organisations and delivery partners as well as support societies in establishing such relationships in synergy with teams and activities within the Institute.
- the issuing and maintenance of the monthly Student Life Newsletter, the Student Life Facebook Page and all Facebook groups related to Student Life activities.
- the Student Life Budget, promoting and approving grant applications and hardship funds, in liaison with the Academic Operations Manager.

To support:

- the monitoring of opportunities and delivery of external funding for student society activities with specific attention paid to social needs, societal impact and innovative educational initiatives.
- the engagement of the broader Milestone alumni community and friends of Milestone in the effort of serving the needs of the current student body and governance.

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

To promote and maintain:

- a lively enthusiasm for Student Life initiatives and events amongst staff and students throughout the Institute, the use of new technologies, strategies and activities to enhance Society and Club experiences throughout the Institute.

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).

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 and will be subject to a local police check.
- Milestone's office hours are from **Monday to Friday, 10 am until 8 pm** and **Saturdays, 10 am until 6pm**. This means that there may be times when members of the team are expected to work unusual hours.
- Proficiency in both **English and Hungarian** is required.

Child Safe Recruitment:

The Institute is committed to child safe recruitment, selection and screening practices and has child safe recruitment policy in place. Thus we require all applicants to undergo extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note that 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.

Application Process:

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

Application is by **CV, Covering Letter (including an indication of salary expectations), and response to the Assessment Questions**, to be submitted via the application link [HERE](#). The

assessment questions can be found [HERE](#).

The closing date for receiving applications is **Sunday, 10th January 2021 at 23:59 CET**.

Interviews will be held on **Thursday (AM), 14th January 2021** (see detailed timeline below.)

Second round timeline of Application Process:

- **Monday, 23rd November 2020:** Publishing the job advertisement of the position.
- **Sunday, 10th January 2021 at 23:59 CET:** Deadline for applications to be received. Copies of applications made and distributed to the appointment panel.
- **Tuesday, 12th January 2021:** Meeting of appointment panel to shortlist candidates for interview.
- **Tuesday, 12th January 2021:** Shortlisted candidates invited for interview, notifications sent out to other candidates.
- **Thursday (AM), 14th January 2021:** Interview Day.
- **Friday, 15th January 2021:** pre-offer discussion with preferred candidate and (if applicable) offer sent out.
- **Monday, 18th January 2021:** Notifications sent out to all shortlisted candidates.
- **TBD:** Planned start date of successful candidate.