



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 over 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 100 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.

Temporary Internship

The Milestone Institute’s Academic and Service Centre Departments are continuously looking for new members of staff to work on a temporary basis, supporting the coordination and delivery of various academic and service centre activities. The Temporary Intern will work on a project basis, supporting either Department with general academic and service centre activities, such as maintaining databases, helping with preparation for any event of the Institute, communicating with staff and the student body, doing desk research and being involved in the back office administration of miscellaneous tasks. All activities within the Institute are carried out in English, but communications with certain external stakeholders are carried out in Hungarian, so oral and written proficiency **in both English and Hungarian** is essential.

Description of the Position

Position in the Organisation:

The Temporary Intern role is a flexible position within the Institute. The exact workload will be agreed on by both parties in advance.

The position is managed by the Senior Academic Coordinator and Office Manager.

Core Responsibilities and Objectives:

The core responsibility and objective of the Temporary Intern role is to enable the smooth functioning of the Institute through efficient administration of routine processes, maintaining databases and liaising with internal and external stakeholders (students, parents, core staff and faculty members).

Key Responsibilities:

Please see full information, including Glossary of Terms, in the [detailed Job Description](#).

Under the overall direction of the Senior Academic Administrator and Office Manager,

To support the Academic and Service Centre Departments in:

- responding to general administrative needs arising from the Academic Team and Service Centre;
- the information exchange between the core staff, faculty and student body through mass emails, announcements and forms;
- providing accurate information to core staff, students and faculty;
- the invigilation of tests, exams and competitions;
- administering tests and documents related to the teaching term, student admissions and scholarship applications;
- updating and drafting internal policies, processes, guidelines and handbooks;
- updating student, core staff and faculty records as well as teaching materials and course content in the Institute's data management system and Learning Management System (Canvas);
- managing external and internal events and their execution both offline and online, including Admission and Open days, Personal Consultations, Year Openings, and all other events.

Required Skills and Experience:

- Proficiency in both English and Hungarian
- Strong administrative, organisational and communication skills
- Ability to work well both autonomously and as part of a team
- Attention to detail and perseverance to work on monotonous tasks
- Basic IT skills

Conditions of Service:

- This is a flexible position. The exact weekly workload will be agreed on by both parties in advance.
- The preferred candidate will be employed under the terms of “egyszerűsített foglalkoztatás” and will be paid net 1.500 HUF per hour. Payments are made weekly.
- 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 the Temporary Intern is expected to work unusual hours (regular working hours are during weekdays, between 10 am and 7 pm, with a 1-hour paid 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.

Application Process:

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

Application is by CV and a letter of application (outlining the candidate’s professional background in relation to the role and their motivation to apply), to be submitted via the application link [HERE](#).

Applications are reviewed on an ongoing basis and applicants notified within a month of their submitted application.

Please keep in mind that applications will be weighed by a combination of the applicant’s profile and the Institute’s recruitment needs.