



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

Our mission is to act as a catalyst of societal progress through a twofold approach: a centre for exemplary research, social action and entrepreneurial initiatives, and an internationally recognised programme of education designed to nurture a community of future leaders within Hungary.

The Milestone Institute’s flagship 4-year academic programme educates over 380 gifted and talented high school students annually, employs an academic staff and faculty of over 130 people and has an alumni community of over 1100, many of whom continue their studies at world leading universities. The Institute is dedicated to nurturing a community of changemakers ready and able to face the challenges of the 21st century and aims to inspire and nurture in its students a quest for academic excellence, a pursuit of scholarly curiosity and a passion for learning and leadership.

The Academic Department of Milestone is committed to a student-centred educational practice that stresses independent study, emphasises original research and project work, and encourages immersion in advanced academic topics as well as empirical encounters. Students are taught individually through mentoring and in small module groups and are supported in establishing societies in order to develop transferable skills and find the field that best corresponds to their talents.

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.

Junior Courses Coordinator

The core responsibility and objective of the Junior Courses Coordinator is to provide general support to the Senior Courses Coordinator in terms of the coordination and delivery of various academic activities, while also contributing to the development and introduction of enhanced processes and practices. A substantial element of this is supporting the Academic Department in maintaining databases, communicating with the faculty and the student body, and administrating business-as-usual activities.

Description of the Position:

Position in the organisation

As a member of the Academic Operations Team, the Junior Courses Coordinator reports to the Senior Courses Coordinator and works collaboratively with the Teaching and Learning and Houses Teams to ensure the smooth delivery of the academic programme across all Year Groups.

Core Responsibilities and Objectives

To manage, monitor and review*:

Under the overall direction of the Senior Courses Coordinator,

- the processing of incoming and outgoing email messages and phone calls related to the Academic Department.
- the delivery of business-as-usual administrative activities in relation to module teaching, mentoring and Student Life.
- the schedule of a teaching term by consulting with the Teaching & Learning Team and liaising with faculty.
- final tests related to the end of a teaching term, liaising with the competent faculty about test content.

To support:

Under the overall direction of the Senior Courses Coordinator,

- the maintenance of internal policies, processes, guidelines, handbooks.
- the maintenance of student and faculty data in the Institute's CRM system (Salesforce).
- the monitoring and reviewing of teaching materials and course content, as well as the maintenance of student and faculty data in Canvas, the Learning Management System of the Institute.
- the update of student academic records.
- the administrative needs arising from the Academic Department and Student Life.
- the accurate flow of information between internal/external stakeholders and the Academic Department
- the administration of Faculty contracting and payment review
- the invigilation of tests, exams and competitions.
- the scheduling and coordination of events.

**For the corresponding Glossary of Terms, please see the detailed Job Description linked in below ('Application Process').*

Required skills and experience

- High Proficiency in English and Hungarian.
- 1 year (at least) of work experience in an administrative and/or customer facing role.
- Bachelor's degree.
- Aptitude for IT, data management and digital learning systems.
- Strong and evidenced organisational skill set with an eye for detail.

- Ability to work in a team and to strict deadlines.
- Good communication and people skills to liaise effectively with multiple stakeholders.
- Identification with the Milestone ethos of academic excellence, social responsibility, entrepreneurial initiative and artistic expression.

Optional skills and experience

- Previous experience in the education sector.
- Experience with Canvas LMS and/or Salesforce.
- Experience in planning and coordinating activities, as well as executing operational tasks.
- Ability to think outside the box and solve problems in a creative manner.
- Working knowledge of Google Suite, especially Sheets (proficiency an advantage).

Conditions of Service:

- This is a full-time, on-site post of **40 hours per week (10 am - 7 pm, 1 hour lunch break)** based in central Budapest.
- The salary offered is competitive within the educational sector and 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 and teaching hours are **from Monday to Friday, 10 am until 8 pm and Saturdays, 10 am until 6pm**. Accordingly, there may be times when members of the team are expected to work outside of standard Hungarian office hours.

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, references, 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 certificate (training provided by the Institute).

Additional information:

Milestone Institute is an equal opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Milestone values and celebrates diversity in all its forms

and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, color, national origin, age, sex, sexual orientation, disability status.

Application Process:

A detailed job description can be found [here](#).

Application is **by CV and covering letter** (outlining the applicant's motivation to apply for the role, the relevance of qualifications and experience and how the applicant meets requirements), to be submitted via the [application link](#).

The position is **open until filled**, with a view to the new team member starting as early as possible. Applications are **reviewed on an ongoing basis**.

Please note that screening calls may be conducted as part of the shortlisting process.