



## 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.

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.

### **Casual\* Host and Administrator**

The core responsibility and objective of the Casual Host and Administrator is to provide general and administrative support to the Milestone Institute during periods of heightened activity. They may participate in the coordination and delivery of various activities, while also contributing to the development and introduction of enhanced processes and practices. The Casual Host and Administrator also maintains databases, communicates with external and internal stakeholders, and administers general back-office activities.

*\* Casual work at Milestone Institute is a temporary and flexible position that has no set requirements beyond completing specific projects/tasks.*

## **Description of the Position:**

### **Position in the organisation**

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

The position is managed by the Operations Management Team.

### **Core Responsibilities and Objectives:**

#### **To support\* the Operations Management Team in:**

- responding to general administrative needs;
- the invigilation of tests, exams and competitions;
- call-centre activities;
- document review activities;
- updating student, faculty and core staff data in the Institute's data management system;
- the execution of external and internal events both offline and online, including Admissions, Open Days, Personal Consultations, Year Openings, and all other events;
- carrying out occasional maintenance and packing tasks;
- acting as host/hostess in events;

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

### **Required skills and experience:**

- Proficiency in both English and Hungarian
- Ability to work in a team and to strict deadlines.
- Good organisational skill set with an eye for detail and perseverance to work on monotonous tasks
- Good communication and people skills to liaise effectively with multiple stakeholders.
- Basic IT skills.
- Identification with the Milestone ethos of academic excellence, social responsibility, entrepreneurial initiative and artistic expression.

### **Conditions of Service:**

- This is a temporary and 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 1 600 HUF per hour**. Payments are made on a weekly basis.
- 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 Casual Host and Administrator 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, 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:**

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](#).

Applications are reviewed on an **ongoing basis**.

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