



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 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.

Upper House Associate

The core responsibility and objective of the Upper House Associate is to support the efficient delivery of the Upper House Programme and the achievement of yearly goals of the [Junior](#) and [Senior](#) Years. A substantial element of this is the planning and execution of specific projects and tasks assigned by the Head of Upper House and the Heads of the Senior and Junior Years to reach named outcomes, targets and performance indicators.

Description of the Position:

Position in the organisation

As a member of the Core Academic Team, the Upper House Associate is managed by the Head of Senior Year with input from the Head of Junior Year. The Upper House Associate will collaborate closely with the Lower House Associate to ensure the flow of information at all levels and to serve as a connecting force across all year groups.

Core Responsibilities and Objectives

To lead and direct*:

- communication and dissemination of information about the year group programmes, student pathways, university application and profile building opportunities to both year groups in the Upper House as relevant via various channels.
- desk research, analysis of data and information, and the preparation of reports pertaining to university applications, career opportunities, academic competitions, standardised testing and other relevant areas with the aim of supporting the strategic planning of student pathways.
- data management and reporting, ensuring the transparency, accuracy and relevance of data for analysis using *Canvas* and *Salesforce*.

To manage, monitor and review:

- the delivery of student and mentor training and information sessions aiding various Year Group-specific goals.
- relationship building and management with various European, North American and Far Eastern universities, with a view of enriching student experience via university information sessions.
- the test preparation, mock test and mock interview processes and their high quality preparation and execution in the Senior Year.
- the general levels of engagement amongst students with a specific focus on attendance and coursework submission.

To support:

- the Head of Senior Year in the planning of various university application processes and their high quality execution in the Senior Year.
- the Head of Junior Year in the preparation and review of the Academic Commitment Plans and the Junior Advising process.
- the Academic Team in planned team projects such as admissions, module adjustment and advising, as well as the organisation and execution of specific ad hoc tasks arising over the Academic Year.

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

Further Responsibilities

As all other members of the Core Academic Team, the successful applicant will also be expected to perform Mentoring and Module Leader duties (for further information about these roles, please see the Institute's ['Vacancies' page](#)).

Required skills and experience

- High Proficiency in both written and spoken English.
- Strong academic background, at least Bachelor's degree (Master's preferred).
- Strong interest in progressive education.
- Identification with the Milestone ethos of academic excellence, social responsibility, entrepreneurial initiative and artistic expression.
- 1-3 years of work experience in education or working with young people.
- Excellent communication and people skills to liaise and work effectively with multiple stakeholder groups.
- Ability to work independently, to strict deadlines and under pressure.
- Good administrative skills.
- Willingness and ability to learn.

Optional skills and experience

- High proficiency in Hungarian preferred, German or French an advantage.
- Teaching skills and formal or non-formal teaching 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.
- Aptitude for IT, data management and digital learning systems.

Conditions of Service:

- This is a full-time, on-site post of **40 hours per week** 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 [this application link](#).

The position is **open until filled**, with a view to the new team member starting as early as possible in Academic Year 2022-23 (commencing in May 2022), or preferably during the period leading up to this. Applications are **reviewed on an ongoing basis** and interviews are held every other week, usually on Wednesday mornings, **starting on 30 March 2022**.

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