



MILESTONE INSTITUTE

Teaching and Learning Associate

Job Advertisement

The Milestone Institute is a centre of advanced education for gifted and talented secondary school students. With over 350 students, more than 80 faculty members and 1000+ alumni at many of the world's leading universities, the Institute is dedicated to nurturing a community of change-makers ready and able to face the challenges of the 21st century. 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.

Teaching and Learning Associate

Milestone's Teaching and Learning Team acts as a pedagogical lab within the Institute producing educational content, concepts and methods, while simultaneously overseeing their implementation and delivery in the study programmes.

The Teaching and Learning Associate is a full-time position that involves instructional design, educational leadership in delegated areas as well as process management and operative functions across key processes of Teaching and Learning. The Teaching and Learning Associate plays a key role in enabling the efficient functioning and growth of the Department through liaising with Academic Coordination, managing term-related processes within the Department, as well as taking part in educational development.

The Teaching and Learning Associate is managed by the Head of Teaching and Learning and the Deputy Head of Teaching and Learning and works closely with both of them. They work collaboratively with all members of the Teaching and Learning Team, including all Chairs (Core Faculty members overseeing the study pathways of the institute).

The ideal candidate will have a background in one of the following, or any combination thereof: physics, engineering, chemistry, mathematics, computer science, psychology, linguistics, and/or philosophy. We encourage candidates from varied interdisciplinary backgrounds, as long as interdisciplinary breadth of expertise is combined with the necessary depth of disciplinary knowledge. The Teaching and Learning Associate who has sufficient background in any of the fields above may be offered to also fulfil the duties of the Chair overseeing the relevant disciplinary field. (For more on the Chair positions, see [the relevant job advertisement](#).)

As a member of the Core Academic Team, the Teaching and Learning Associate also performs Mentoring and Module Leader duties as well as other term-specific duties related to Milestone Institute's programmes. (For further information about these roles, please see the Institute's [website](#).)

More information about the responsibilities of the post can be found in the detailed [job description](#).

Application Process and Timeline:

Application is by CV and Cover 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 [HERE](#).

Shortlisted and unsuccessful candidates will be notified.

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

The position is open until filled, with a view to the new team member starting as early as possible.

Interviews

Shortlisted candidates will be required on the interview day to prepare certain tasks depending on which post they apply to.

Conditions of Service:

- The Teaching and Learning Associate is a full-time (40 hours/week) position. The Chair is a half-time (flexible 20 hours/week) position.
- Module Leaders may negotiate their teaching schedule with the Academic Team. However, Modules take place during the late afternoon (5-8pm) on weekdays and all day on Saturdays (10-6pm), at the Institute's Headquarters.
- The post holder should have the right to work in Hungary and might be subject to a local 2 police check.
- Details about remuneration are available upon request.

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 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.