



Job Advertisement

Education Innovation Analyst

(0-3 years professional experience)

Milestone Solutions Lab

Context

The Solutions Lab is Milestone Institute's Research, Development & Innovation (R&D&I) hub. Our mission is to deliver ground-breaking educational concepts and internationally measurable innovative solutions for educational institutions in the region and beyond. We enable our partners to compete with the best in the world and become centres of knowledge transfer that catalyse academic, social and economic development.

The Solutions Lab is currently engaged in a number of education consultancy projects in the Higher Education sector, while we are also working on incubating and spinning off innovations stemming from the Institute's education programmes.

Our team members bring together the experience and values of academia and business, understanding both the social and business aspects of education.

The role

The Solutions Lab is looking for a highly committed and talented young professional as Education Innovation Analyst. The new team member will be involved in the creation of innovative educational solutions for both external clients (mainly higher education institutions) and Milestone's own Academic programme.

The Education Innovation Analyst combines the key elements of a junior consultant's skillset, such as creative problem-solving, organisational skills, presentation and communication, with a focus on academic excellence and a broad intellectual curiosity towards educational innovation. While candidates are expected to check as many boxes as possible, we also welcome candidates with a profile that fits more closely with one or the other half of the role.

Core responsibilities

- Support the Solutions Lab team in the development, planning, organisation, and management of all activities related to its projects.
- Support Associate and Senior colleagues in delivering education innovation AND / OR consultancy services.
- Carry out data gathering and analysis under the guidance of senior colleagues
- Support business development activities within Milestone Institute with business analysis, research, and project coordination
- Carry out project-oriented research under the guidance of the Senior Education Expert, the Project Manager, or other senior project participants

Requirements

- High proficiency in both English and Hungarian
- Qualifications
 - Bachelor's degree in a field related to education / business / management with relevant work experience OR
 - Master's degree in an academic field, OR
 - Master's degree in a field related to education / business / management
- Research skills and experience
 - Either academic research AND / OR
 - Applied research in a consultancy / business setting
- Analytical mindset coupled with a problem-solving aptitude
- Strong interest in educational innovation
- Excellent verbal and written communication abilities
- Strong organisational and multitasking skills
- Proficiency in Google Workspace and Microsoft Office tools (spreadsheet and document editing, creating high quality presentations with PowerPoint)
- Ability to work independently and in a team environment

Optional Skills and Experience

- Aptitude for IT
- Experience with statistical analysis, data analytics, and data visualisation
- Professional experience in educational innovation / EdTech OR consultancy

We offer...

- Highly-trained, motivated, collaborative teammates
- Opportunities to shape Milestone's educational innovation activities
- Space for growth and advancing your career in a dynamic company
- Exceptional working environment in one of the most beautiful buildings in the centre of Budapest
- Competitive salary

Conditions of Service:

- This is a full time post of 40 hours per week.
- Salary will be commensurate with age and experience.
- The post holder should have the right to work in Hungary.

Application Process:

Application is by CV (maximum one A4 page), motivation letter (not longer than 400 words), and an indication of gross salary expectations, to be submitted via the application link [HERE](#).

Application deadline: 31 March 2023 (We review applications on a rolling basis)

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.

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, colour, national origin, age, sex, sexual orientation, disability status.