



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

The Milestone Institute is embarking on perhaps its greatest transformation since its inception. Having established itself as a stronghold of advanced education, talent development and digitally enhanced instructional design in the CEE region, the time has now come to expand the Milestone perspective on education beyond the walls of the Institute. With this mission in mind, Milestone is dedicating a team of education innovators and consultants to the task of empowering educational institutions in the region, helping them on the path of becoming globally competitive, innovative centres of knowledge sharing and production.

Educational Innovation Analyst (0-3 years professional experience)

The Solutions Lab, Milestone Institute’s Research and Development and Innovation team, is looking for a highly committed and talented young professional as Educational 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 Educational Innovation Analyst is a dual role; it combines the key elements of a 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.

Description of the Position:**Responsibilities****To Support**

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

Required Skills and Experience

- High proficiency in both English and Hungarian
- Qualifications
 - At least Master's level qualification in an academic field, OR
 - Master's degree in a field related to education / business / management, OR
 - Bachelor's degree in a field related to education / business / management with min. 2 years relevant work experience
- 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

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.

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.

Application Process:

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

We review applications on a rolling basis.

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.