



# Education Innovation Analyst

(0-3 years professional experience)

**Milestone Solutions Lab**

## About Us

The Solutions Lab's mission is to deliver groundbreaking educational concepts and internationally recognised innovative solutions. We are engaged in a number of education consultancy projects in the Higher Education sector and spinning off innovations stemming from the Institute's own education programmes.

## The Ideal Team Member

- Independent thinker who likes significant responsibility from day one
- Interested in education and education innovation
- Someone who is not afraid to challenge ideas and have their ideas challenged
- Has an analytical mindset coupled with a problem-solving aptitude
- Someone who can be part of a small, dynamic team environment

## The Role

As an Education Innovation Analyst your role will include 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 educational innovation.

## Main responsibilities:

- Support the Solutions Lab team in the development, planning, organisation, and management of all activities related to its projects and business development activities
- Collaborate on the creation of innovative educational solutions and participate in the delivery of consultancy services.
- Carry out research, data gathering and analysis
- Utilise strong organisational skills to manage project tasks efficiently

We are looking for a highly committed and talented young professional, which can mean someone with a few years of work experience or a fresh graduate.

## Requirements

- High proficiency in both English and Hungarian
- Bachelor's degree
- Research skills and experience (academic or applied in a consultancy/business setting)
- Excellent verbal and written communication abilities
- Strong organisational and multitasking skills

## Optional skills:

- 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
- Competitive salary & bonus package
- Full time post of 40 hours per week.

**Application Process and Timeline**

Application is by CV and motivation letter (each no longer than an A4 page), and an indication of gross salary expectations, to be submitted via the application link [HERE](#). The applicant should have the right to work in Hungary.

**Application deadline:** 9th of October 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.

**Diversity and Inclusion**

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.