



## **MILESTONE INSTITUTE**

**‘Education and Leadership through Excellence, Integrity and Humility’**

### **Mentor**

Mentoring is at the heart of the Milestone Institute’s academic programmes, providing individual support for students’ intellectual development, orientation, motivation and emotional welfare in each Year Group. With a diversified student body, Milestone is looking to broaden students’ fields of interest by reaching out to subject area experts in varied fields.

Mentoring offers opportunities to work with the next generation of talented professionals, scholars, thinkers and change makers. Mentors support and nurture students’ talents by guiding them through important decisions and making them aware of the wide range of academic opportunities and career paths available to them. As the Milestone Programme progresses, the role of a Mentor is increasingly to focus students’ interests and support a particular academic study pathway. Academic development, advanced study, immersion in subject knowledge, development of internationally relevant skills, development of a holistic interest in the world and its affairs and interdisciplinary/problem based learning become increasingly important. A skilled Mentor can weave the various threads and layers of the Milestone Programme together to make sure that each student gets the most out of his/her Milestone experience.

It is in this spirit that the Milestone Institute seeks to appoint highly committed and talented professionals as Mentors, a post which demands exceptional interpersonal, management and communication skills. A strong academic background, an empathy with young people, drive and determination are all important requirements of the post. In addition, as all mentoring and teaching within the Institute is carried out in English, a full and professional level of proficiency in writing and speaking in English is essential.

#### **Key Responsibilities of the Post:**

##### **To lead and direct, under the overall direction of the Heads of Houses,**

- Mentees’ Academic Orientation
- Mentees’ Subject Knowledge Development
- Mentees’ Profile Building
- Mentees’ Applications for University / Study Abroad Programmes
- Mentees’ Pastoral Care

##### **To promote and maintain:**

- a lively interest in new initiatives in education at local, National and International levels including the development and use of new technologies, strategies and activities to enhance teaching and learning.

### **Application Process and Timeline:**

Application is by Letter and Curriculum Vitae via the application link [HERE](#).

Instructions for the Application Essay and Interview Task are indicated on the guidelines available [HERE](#).

Shortlisted and unsuccessful candidates will be notified after each recruitment round.

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

### **Application deadline for teaching in the Academic Year 2023/24: 7th March 2023.**

The Institute welcomes Mentor applications all year long; however, the main entry point for new Faculty members is before the start of a new Academic Year. Applications submitted after the advertised deadline - during the duration of the 2023/2024 Academic Year - will be reviewed, but even in case of a successful application we may not be able to contract you for teaching until the next Academic Year (April 2024).

### **Interviews**

Shortlisted candidates will be required on the interview day to prepare certain tasks depending on which post they apply to. Applicants that apply for both posts (Mentor and Module Leader) will be expected to prepare for the Module Leader Additional Task. Shortlisted candidates should keep in mind that interviews are held on weekdays (Monday to Friday), between 10:00-19:00.,

### **Conditions of Service:**

- This is a flexible post, requiring a commitment of **16 x 45 minutes contact time per student for an academic year**. This should be seen as a) non-negotiable face-to-face contact time to meet the student (and once or twice the parents) b) a framework which should be used to enable frequency and be adjusted to meet the goals of a given year group, the needs of the student and it also includes preparation, training, reporting or meeting with parents.
- Fixed term contract, duration of **one academic year (May-April)**.
- Mentoring sessions are expected to take place at the Institute's Headquarters.
- The post holder should have the right to work in Hungary and will be subject to a local police check.

### **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.

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 - to be held by the Institute.

**Remuneration for 2023/2024:** The Milestone Institute has a complex remuneration system which reflects each Mentor's professional development path.

There are four bands according to levels of experience and autonomy of mentoring practice; **all Mentors who are new to the Institute will be in the 'Novice' band**, regardless of previous teaching / mentoring experience elsewhere.

**Novice: 162 855 HUF per mentee, paid in three instalments over the Academic Year**

Mentors that are starting their mentoring practice and have little experience of mentoring in Milestone. Assisted in training from the very fundamentals to more complex problems.

**Scholar: 177 660 HUF per mentee, paid in three instalments over the Academic Year**

Ment

ors that have one or several years of practice. Are well aware of how internal systems and mentoring works. Assisted in more complex situations of pastoral care, parental relationship, orientation, and advanced preparation (US, Oxbridge).

**Fellow: 200 484 HUF per mentee, paid in three instalments over the Academic Year**

Mentors that have several years of practice behind them. Autonomous in all aspects of their mentoring practice and regularly produce exemplary results.

**Master: 224 543 HUF per mentee, paid in three instalments over the Academic Year**

Mentors with the longest and largest experience at Milestone. Autonomous and with the ability to impart experience on others across a large subject range with regularly producing exemplary results.

The amount is gross if contracted as employee and net if contracted as self-employed/company and is paid in three instalments (33%, 34%, 33%) according to the following timeline:

**1st instalment:** 31<sup>st</sup> August



**2nd instalment:** 31<sup>st</sup> December

**3rd instalment (Freshman, Sophomore, Junior students only):** 30<sup>th</sup> April of the next year OR

**3rd instalment (Senior students only):** 31<sup>st</sup> August of the next year

On occasion, there might be Mentor Reallocations between teaching terms, which means that the remuneration of the Mentor joining later will be adjusted accordingly.

**Application checklist:**

- CV in English - Containing the contact details of 2 referees, which **will be contacted by the Institute** 
- Application Essay and Interview Task (Please use [these guidelines](#)) 
- [Online application form](#) 