



Job Advertisement

Lower House Associate - Administration and Education Support

Do you have a knack for organization, administration, and a passion for innovative education? We're looking for a dynamic individual to join our team as a Lower House Associate, where you'll play a pivotal role in shaping the future of personalized education.

We are one of the best advanced education institutions in Europe, providing all our pupils with a unique education that empowers them to take ownership of their learning activities. The Lower House of Milestone Institute currently provides first-class academic education to 150+ students (ages 13-17) based on our firmly held values.

The role

As a Lower House Associate, you will be responsible for a wide range of administrative and educational support tasks. Your role will involve maintaining detailed records, coordinating events, managing data, and assisting in the development of personalized education initiatives. You will work closely with our team to ensure a smooth and efficient operation.

Key responsibilities

Administration:

- Maintain and update crucial records and data.
- Coordinate events and meetings, from planning to execution.
- Support the mentorship program and maintain mentor-related materials.
- Handle communication with various stakeholders, including parents and students.
- Assist in the preparation and distribution of important documents.
- Use Salesforce to record calls and generate reports.

Education Support:

- Assist in the development and implementation of innovative education initiatives.
- Support personal consultations with potential scholarship applicants.
- Facilitate communication between students, mentors, and other stakeholders.
- Help organize educational events, including conferences and workshops.



Education:

- Mentor students in the Lower House (ages 14-16)
- Lead small-group teaching activities in the Lower House (interdisciplinary teaching activities in English)

Read the full Job Description [HERE](#).

Requirements

- C2 level English.
- C2 level Hungarian.
- MA/Msc Degree.
- A strong aptitude for organization and administration.
- Proficiency in using software tools, including Google Workspace (a working knowledge of Salesforce is a plus).
- Experience in teaching
- Passion for personalized and innovative education.
- Proactive attitude and a willingness to take initiative.
- Ability to work collaboratively as part of a team.
- Strong attention to detail.

Milestone Institute offers:

- Competitive salary
- A welcoming team of highly-trained, motivated, collaborative colleagues
- Access to high-quality, regular professional development

How to apply:

If you are an individual with a passion for administration and education, we want to hear from you! Please submit your resume and a brief cover letter outlining your relevant experience and why you're the ideal candidate for this position.

Application Process and Timeline

Application is by motivation letter and Curriculum Vitae 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.

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.

Join us in shaping the future of education and empowering the next generation of leaders. Apply today and be a part of our dynamic team!