



## Freshman and Sophomore Year Head Job Advertisement

Opportunity for an exceptional candidate to be Head of Freshman and Sophomore Year!

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 Freshman and Sophomore Year of Milestone Institute currently provides first-class academic education to 100+ students based on our firmly held values.

### **The role**

We are seeking an exceptional candidate as Head of Freshman and Sophomore Year, to work in close partnership with the Head of Houses, The Lower House Associate and the whole of the Houses Team.

The successful candidate will have the opportunity to grow with the institution and the programme. We will provide one-to-one support, group supervision, and the opportunity to work creatively in one of the most innovative hubs in the education sector.

### **You will:**

- lead and represent the programme to a variety of stakeholders.
- communicate and inform parents about the content and the outcomes of the programme years' requirements.
- have the drive, skills and resilient character required to help further Milestone's mission to provide exceptional learning opportunities for students from all backgrounds.
- commit to continually improving classroom practice and raising attainment.

### **Requirements:**

- C1-C2 level English
- C2 level Hungarian



- MA/MSc Degree
- Experience in teaching or project management

For further information, please refer to the full Job Description at the end of this advertisement.

**Milestone Institute offers:**

- A competitive salary
- A job environment providing opportunities for individual autonomy and the expression of creativity
- A welcoming team of highly-trained, motivated, collaborative colleagues
- Access to high-quality, regular professional development
- Opportunities to innovate in cooperation with colleagues across all departments of the Institute
- Work equipment provided by the Institute
- We organise a team-building evening on the last Wednesday of every month
- Once a week we do yoga together - join us if you'd like
- Our office is dog-friendly
- Exceptional working environment in one of the most beautiful listed buildings in downtown Budapest

**This job:**

- Is full time (40 hours per week), on-site in the centre of Budapest
- Requires the candidate to have the right to work in Hungary

**How to apply:**

Application is by CV and cover letter [via the application link](#), with the cover letter including an indication of salary expectations, and response to the question “*Why would you like to take on the challenge, and responsibility of becoming the Head of the Freshman and Sophomore Year?*”

**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.



## Head of Freshman Year and Sophomore Year Job Description

### General Requirements

The Head of Freshman and Sophomore Year is responsible for ensuring effective and high-quality governance of the first two years of Milestone Institutes Core Program; the Freshman and the Sophomore years. The Freshman Year is geared towards exposing students to a broad range of subjects (through Freshman modules specifically developed for this year/group) and interdisciplinary themes both related to and outside their natural paths of interest (through the Freshman Project) to provide them with the breadth and the underlying skills and experience needed to complete advanced Modules in their chosen academic pathway. The Sophomore Year's aim is to start students on their path of educational independence (by independently selecting from modules, and building up the Sophomore Quest, a long-term personal project), narrowing their academic orientation, and to start establishing (through the Sophomore Quest) their university profile.

As a member of the Academic Team, and the Lower House Team the Head of Freshman Year and Sophomore Year is also responsible for the delivery, project planning, and management as well as administrative aspects of these two programme years. The Head of Freshman and Sophomore Year ensures fulfilling and rewarding learning experiences, as well as meaningful learning outcomes for the whole Freshman and Sophomore Year cohorts.

As a member of the Academic Team, the Head of Freshman and Sophomore Year also performs

- teaching duties in accordance with their subject field and as per operational requirements, in both the Lower House (consisting of the Access Program, Freshman and Sophomore Years) and Upper House (mentoring, module teaching in the Core Programs, Academic Advising, Supervision Group leading, and Journal Club leading in the Access Program)
- contributes to the strategic vision of Milestone Institute in order to create an aspirational and socially aware ethos within the context of a center for



advanced study for gifted and talented students, raising standards of participation and achievement amongst students, developing staff to the highest professional standards and promoting the highest quality of teaching and learning throughout the Institute, acting as a role model of good practice for staff at all levels and modelling effective strategies with them.

## **Specific Requirements**

*(for a Glossary of Terms, please refer to the end of the document)*

### **To lead and direct:**

under the overall direction of the Head of Houses

- the Freshman and Sophomore Year Programs in relation to Year Planning and the production of required documentation (Academic Calendar, guidelines, policy documents, student records, and reports), student performance including setting targets, advising students with regard to orientation and study pathways, analyzing performance statistics, with a view to securing high levels of student attainment, equality of opportunity and low to zero drop-out rates.
- The development of the curriculum, teaching methods, and learning materials of the Freshman and Sophomore Year Programs in accordance with the entry requirements of the Junior Year Program and the Institute's innovative educational approaches. In cooperation with the Head of Houses, and Head of Teaching and Learning the revision and subsequent implementation of Freshman Year academic content (especially Freshman Year modules, and Freshman Projects) and Sophomore Year academic content (especially modules available for Sophomore students, and the Sophomore Quest) as well as academic policy across the module and mentoring system.
- Together with the Head of Teaching and Learning, the Head of Houses, Academic Coordination mentors and mentoring work in the Freshman and Sophomore Year with specific focus on fulfilling the goals, outcomes and requirements as stipulated in the Academic Handbook. This includes amongst others: managing mentor allocation and mentor change, mentor training, monitoring performance and executing required follow-ups, leading casework discussions, advising on adjusting to Milestone in the Freshman and Sophomore Years, and becoming part of the Milestone community



providing skills/knowledge/orientation development, Freshman Project development, Sophomore Quest development, and pastoral care.

- Build a cohort together (especially with cohort building activities such as Freshman and Sophomore Socials, End of the Year Ceremony for Freshman, and the Sophomore Conference and Graduation Ceremony) with the help of Head of Houses, Head of Student Life, the Lower House Associate, the Freshman and Sophomore Representatives in order to integrate them into the MS community and strengthen their bond for the upcoming years

### **To manage, monitor, and review:**

- The work and progress made by students on an ongoing basis, in the areas of both academic attainment and pastoral care.
- Student satisfaction liaising with students, Mentors, Module Leaders, Chairs, and other members of staff as necessary.
- In cooperation with the Lower House Associate overarching design for structure in the collection of data, core documents and best practices, use of previous know-how and transparency of information, the efficiency of information flow and internal communications
- In cooperation with the Lower House Associate managing communication with students in different Milestone communication platforms (such as Canvas, Gmail, or Google Drive)
- Together with the Head of Houses, and the Lower House Associate cooperation with year/semester abroad programs (ASSIST, ASF)
- In cooperation with the Head of Student Life, the successful integration of Freshman and Sophomore Students into the main student body

### **To support:**

- Core Programme-related processes (student advising, admission interviews, mock interviews, faculty interviews etc.) with content input and participation
- the Head of Houses, and the Head of Access Program in the planning and execution of Admissions and Scholarships processes in the Lower House
- The Head of Access Program in Access cohort building activities (especially relating to the Cohort Building Weekend activities and Bridge scholar admissions)



- House and Year Heads as well as members of the Teaching and Learning Team in their work with Bridge Scholars holders.
- the oversight of the synchronisation of Modules and their content to ensure continuity in sequencing and student learning.



## Glossary Of Terms for Job Descriptions

<b>Term</b>	<b>Description</b>
To lead and direct...	To have overall ownership of and responsibility for an area of management, project, concept or outcome, together with the responsibility for directing the work of others towards the shared goal.
To manage, monitor and review...	To have a given level of responsibility, under the overall direction of a named person, for the delivery, quality control and development of an area of management, project, concept or outcome which may involve directing the work of others.
To support...	To have a specifically defined but shared responsibility, under the overall direction of a named person, for the delivery of an aspect of an area of management, project, concept or outcome which will involve working with others.
To promote and maintain...	To have a generalised and shared responsibility with named individuals or named teams for an overarching dimension of professional expertise or standards with a common, aim, focus, understanding or vision.
To contribute...	To offer ideas, expertise, time etc, without specific responsibility, to individuals, teams or to the organisation as a whole.