



# Academic Coordinator

## Job Description & Advert

<b>Position Title:</b>	Academic Coordinator
<b>Location:</b>	1077 Budapest, Wesselényi u. 17. (W17)
<b>Position Type:</b>	Part-time (20 hours/week)
<b>Reports to:</b>	Senior Academic Coordinator Team Leader

### About Us:

Milestone Institute provides personalised education for secondary school students, an area in which we have fulfilled a leading role since our foundation in 2010. Our domestically developed, internationally recognised English-language programmes, delivered alongside secondary school, provide intellectual development and academic immersion, helping our students to find the academic area best suited to their interests and abilities, so that they can become successful, independently thinking people. Our unique educational programmes were designed to nurture a community of future leaders who are committed to creating a competitive Hungary in the 21st century.

### Job Summary:

We are seeking an exceptional candidate to act as a key player in planning, delivering, monitoring and continuously improving the background operations for Milestone's educational programmes. A substantial element of this is supporting and handling daily Academic Coordination activities, with the aim of facilitating the delivery of the Institute's academic programme of advanced studies. The Academic Coordinator works in close collaboration with other members of the Coordination Team.

### General Responsibilities:

- Support business-as-usual activities of the Academic Team in relation to module teaching, mentoring and Student Life.
- Assist in the collection and maintenance of data, best practices and crucial documentation related to Academic Coordination.



- Deliver HR-processes related to our faculty and represent the Academic Team to a variety of stakeholders (faculty, students, parents, other parts of Milestone's organisation).

### **Specific Responsibilities:**

Under the overall direction of the Senior Academic Coordinator Team Leader, to support and handle:

- the delivery of business-as-usual Academic Coordination activities in relation to module teaching, mentoring and Student Life throughout the Academic Year for all Year Groups (from the Access Programme to the Senior Year of the Core Programme), including: academic year start, term opening and closing (shopping lectures, module choice, group allocation, term finalisation, mentor allocation and reallocation), student continuation, scholarship application and evaluation, and advising.
- the advanced, day-to-day use of IT systems and other tools, such as Google Workspace, Salesforce, Canvas, TeamGantt, WordPress, and Zoom as well as identifying and resolving related data management problems, and providing tech support (including troubleshooting user-level problems).
- the collection and maintenance of data, core documents and best practices in Academic Operations activities, ensuring the transparency of information and the efficiency of information flow and internal communications.
- the use and maintenance of Salesforce and corresponding data structures in relation to Academic Operations activities, acting as an advanced user and performing selected Salesforce Administrator tasks per operational needs and as discussed with the Senior Academic Coordinator Team Leader. Specifically, in addition to the above IT-related tasks, this includes the effective use of Formstack and Salesforce Object Query Language (SOQL).
- the annual review process of general academic documentation (Academic Handbook, Mentor Job Description, Module Teaching Guidelines, etc.), with input provided by various members of the Academic Team.
- the administration of designated faculty HR tasks, which includes: contracting and related checks such as those prescribed by the Institute's Child Protection Policy, contract changes and contract terminations, assisting faculty with tax and health insurance-related administrative matters as needed (in cooperation with other departments), managing payment review and approval processes, reporting to payroll.



- the annual review of faculty fixed-term contracts and faculty-related contracting guides, with the support (from a legal point of view, as well as occasional support with general human resources and fixed-term contracting matters) of the Operations Team.
- communications in relation to Academic Coordination activities within the Academic Team and with students, parents/guardians and faculty.
- the effective cooperation regarding operational aspects between Academic Coordination and other teams within the Academic Department, as well as the Operations Team.
- the Teaching and Learning Team and the Houses Team in the implementation and enforcement of academic policy across the module teaching, mentoring and Student Life frameworks; e.g., via attendance and grade reporting, managing prerequisite exemptions and extra credits, updating student organisation membership information.
- the Teaching and Learning Team in the implementation of the faculty recruitment process: timeline planning, reviewing applications, arranging and setting up interviews.
- academic development projects, in particular their operative aspects.
- the Operations Department in the review of student contracts.
- the Operations Team in the review and development of IT systems and tools used by the Academic Team, such as Google Workspace, Canvas, TeamGantt, WordPress, and Zoom.
- core staff, faculty and student onboarding with a particular focus on systems and tools intensively used in Academic Coordination (e.g., Salesforce, Canvas).
- the Operations Department in the organisation of the Year Opening and Student Life Fair.

#### **Requirements:**

- C2-level English and Hungarian
- Bachelor's degree / Enrolled in Bachelor's programme
- 1-2 years of experience working in administrative/customer-facing roles
- Solid working knowledge of Google Workspace
- Good IT and data management aptitude
- Excellent communication and people skills to liaise effectively with multiple stakeholders
- Excellent organisational skills and an eye for detail



### **Milestone Institute offers:**

- A competitive salary (20 hours/week): gross 275 - 337,000HUF
- Work equipment is provided by the organisation
- Our office is dog-friendly
- Exceptional working environment in one of the most beautiful listed buildings in downtown Budapest
- A welcoming team of highly-trained, motivated, collaborative colleagues
- Opportunities to innovate in cooperation with colleagues across all departments of the Institute
- Access to high-quality, regular professional development
- We organise a team-building evening every other month as well as an all-staff getaway once a year

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

Application is by cover letter and CV via the application link. The position is open until filled. Prospective start date: July 2024 (a later start date can be negotiated). Shortlisted and unsuccessful candidates will be notified. Shortlisted candidates will be invited for an Google Workspace aptitude test, and if selected for an in-person interview as well, there will be an interview exercise that requires no prior preparation.

### **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 that 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.



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### **Diversity and Inclusion:**

Milestone Institute is an equal opportunity employer, seeking to recruit and support a broad and 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, ethnicity, nationality, age, gender identity, sexual orientation, disability status.