



# Consulting Analyst

## Job Description & Advert

**Position Title:** Consulting Analyst

**Location:** 1077 Budapest, Wesselényi u. 17. (W17)

**Position Type:** Full-time

**Reports to:** Innovation Consultant

### About Us:

Solutions Lab is an innovative think tank and boutique consultancy firm, dedicated to reimagining the future of education. Our mission is to deliver cutting-edge educational concepts and internationally recognised out of the box solutions. We are engaged in a number of education consultancy projects in the Higher Education sector, where we empower our partners to elevate their global standing through pioneering curriculum design, digital solutions, and strategic guidance. We are also spinning off innovations stemming from the Institute's own education programmes into new educational products in the fields of personalised education and EdTech.

Working at Solutions Lab, you'll find yourself in a young, dynamic environment. From day one, you'll tackle real business challenges, contributing to innovative projects that drive meaningful change. If you're looking to make a difference and thrive in a collaborative, creative setting, Solutions Lab is where your ideas will truly matter.

### Job Summary:

- As an Innovation Analyst you'll work in teams of typically 2-4 consultants, playing an important role in all aspects of project execution. 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.
- Please note that **this is an entry-level position**, which can be a good fit for someone with **1-3 years of work experience or a fresh graduate**.
- The successful candidate will have the opportunity to grow with the organisation. We



will provide one-to-one support to help guide your career and professional development, and the opportunity to work creatively on highly innovative education sector projects.

- Our ideal candidate is an independent thinker who likes significant responsibility from day one; is interested in consultancy, project management, education and education innovation; is not afraid to challenge ideas and have their ideas challenged; and has an analytical mindset coupled with a problem-solving aptitude

### **Key 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
- Preparing reports and designing presentations
- Attending meetings with clients and internal stakeholders
- Utilise strong organisational skills to manage project tasks efficiently

### **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

### **Milestone Institute offers:**

- Competitive salary & bonus package
- A welcoming team of highly-trained, motivated, collaborative colleagues
- Opportunities to shape Milestone's educational innovation activities
- Space for growth and advancing your career in a dynamic company

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

Application is by motivation letter and Curriculum Vitae via the application link. **Application**



**deadline is 13th October 2024. We will be conducting two rounds of interviews on the 9th and 16th of October, with applicants being invited on a rolling basis.** 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 Solutions Lab's recruitment needs. If you have any questions regarding the application process or the job, please contact [liza.nagy@msinst.org](mailto:liza.nagy@msinst.org)

### **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.