



## Lower House Associate – Administration and Education Support

### Job Advert & Job Description

<b>Position Title:</b>	Lower House Associate
<b>Location:</b>	1077 Budapest, Wesselényi u. 17. (W17)
<b>Position Type:</b>	Full-time
<b>Reports to:</b>	Head of Houses

#### 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 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 committed to creating a competitive Hungary in the 21st century.

#### Job Summary:

- As a **Lower House Associate**, you will play a vital role in ensuring the seamless coordination of our academic and mentorship programs. This position is ideal for someone who enjoys organizing, analyzing, and refining processes but also values collaboration and continuous learning. You will have the opportunity to contribute to both administrative excellence and student support, growing into a key player in our dynamic team.

#### Key Responsibilities:

##### Administration & Coordination

- Maintain and update crucial records with precision, ensuring accuracy and efficiency.
- Organize events and meetings, overseeing details from planning to execution.
- Support the mentorship program by managing materials and keeping communication clear and structured.
- Serve as a point of contact for students, parents, and mentors, ensuring smooth information flow.



- Assist in preparing reports and key documents, balancing detail and efficiency.
- Use Salesforce to track calls, maintain data, and generate reports.

### Education Support & Student Engagement

- Assist in developing and implementing innovative education initiatives, helping students thrive in a personalized learning environment.
- Support personal consultations with potential scholarship applicants, guiding them through opportunities.
- Facilitate communication between students, mentors, and stakeholders, ensuring clarity and responsiveness.
- Help coordinate educational events, including workshops and conferences, with attention to both logistics and impact.

### Teaching & Mentorship

- Mentor students (ages 14-18), supporting their academic and personal development.
- Lead small-group interdisciplinary learning activities in English, fostering critical thinking and engagement.

### What we are looking for:

- **C2 level English & Hungarian** – strong communication and writing skills are essential.
- **MA/MSc Degree** – a strong academic background is required.
- **Detail-oriented mindset** – you enjoy structure, planning, and keeping things organized.
- **Tech-savviness** – proficiency in Google Workspace; familiarity with Salesforce is a plus.
- **Experience in teaching** – ability to support students in an interdisciplinary learning environment.
- **Passion for personalized education** – a proactive attitude toward innovative learning models.
- **Collaborative approach** – comfortable working with a team while taking ownership of responsibilities.
- **Balance of precision and adaptability** – able to maintain high standards while knowing when to prioritize efficiency.

### Milestone Institute offers:

- Competitive salary
- 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 motivated, collaborative colleagues
- Access to high-quality professional development
- An opportunity to grow within an institution that values both structure and innovation
- We organise a team-building evening every other month as well as an all-staff getaway once a year

If you're highly organized, eager to make an impact, and excited to refine your skills in education and administration, we'd love to hear from you.

### **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 on our website 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.

**The application deadline is March 25th.** Shortlisted candidates will be invited for interviews, which are expected to take place during the week of March 31st. The anticipated start date for the role is May 5th. 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



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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!