



Core Mentor

Job Description and Advert

Position Title:	Core Mentor
Location:	1077 Budapest, Wesselényi u. 17. (W17)
Position Type:	Full time with required on-site presence
Reports to:	Freshman and Sophomore, Junior or Senior Year Head

Company Background

Since 2010, Milestone Institute has been a leader in personalized secondary education, offering internationally recognized English-language programs that foster intellectual development and academic immersion. Empowering 400+ students annually to excel in their chosen academic areas, the Institute cultivates independent thinking and success, establishing itself as the market leader in Hungary.

The Institute also provides consultancy services through its Solutions Lab department and is expanding its presence across Europe, with new international hubs planned starting with Milan, Italy in May 2025. With an annual revenue of 2.5 million EUR and over 50 core employees plus 80 faculty members, Milestone Institute is at a pivotal moment requiring operational excellence to support its growth trajectory.

Job Summary

Core Mentors are members of Milestone's Core Academic Team, responsible for the personalised education of Milestone's 400+ students. Core Mentors focus on the personal, academic, and educational development as well as successful university application of 20-25 students, alongside limited teaching responsibilities and participation in designated group education processes.

Candidates with prior mentoring success in Milestone, such as strong mentee trajectories, competition results, Upper House engagement, experience with challenging cases, and multi-pathway support, are particularly encouraged to apply.

General Responsibilities

- Mentoring 20-25 students annually
 - Supporting students with their yearly projects



- Offering guidance with study orientation and university applications
- Delivering group-based education modules (teaching subject-specific modules (commensurate with expertise)
- Leading skill development courses in the Access Program
- Participation in centralised educational processes (e.g. providing qualitative feedback to students on their projects, advising students, organizing and delivering admissions interviews, designing educational content)

Required Skills

- **C1-level English**
- **At least MA/MSc-level university degree in a scholarly field**
- **2-3 years of experience in** academic research, advocacy or professional work demonstrating strong analytical, communicative and/or project-based competencies
- **Previous teaching experience** in formal or non-formal education
- Proactive and result-oriented mindset
- Client-focused attitude

Nice to Have

- **Academic Experience:** Broad and subject-specific familiarity with one or more academic disciplines covered at Milestone (for a complete list, please consult Milestone's [online module catalogue](#))
- **Experience in project management:** familiarity with managing multiple stakeholders in complex, educational / intellectual environments.
- **Familiarity** with profile building methods, university application support and management techniques

Compensation & Benefits

- **Salary range:** The salary for the position is within the range of 800 000-875 000 HUF gross. The precise amount is based on aptitude and previous work experience. The annual adjustment of salaries takes place in May
- Collaborative, mission-driven work environment
- Contribution to meaningful educational innovation and societal impact

Milestone Institute offers:

- Work equipment is provided by the organisation
- Our office is dog-friendly
- A progressive intellectual climate, fostering creative solutions and educational innovation, challenging rigid and obsolete approaches
- 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 season as well as an all staff getaway once a year
- Reimbursement of your MÁV/ Volán monthly pass if you are commuting to work

Application Process and Timeline:

Application is by submission of a Cover Letter and Curriculum Vitae via the application link. Shortlisted candidates will be interviewed between 15 February-15 March. Positions are open until filled. Start Date: 15 April.

Shortlisted and unsuccessful candidates will be notified.

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.