



MILESTONE
INSTITUTE

Student Life Coordinator

Job Description & Advert

Position Title: Student Life Coordinator

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

Position Type: Full-time

Reports to: Head of Student Life

About Us

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 hundreds of students annually to excel in their chosen academic areas, the Institute cultivates independent thinking and success, establishing itself as a market leader in Hungary. Our unique educational programs are designed to nurture a community of future leaders who are committed to creating a competitive and progressive society in the 21st century.

Job Summary

Milestone Institute is seeking an exceptional and dedicated Student Life Coordinator to support the design and execution of the Student Life segment of the Institute's pedagogical program. The successful candidate will work with the Head of Student Life to plan and execute the program elements. The role involves strategic planning, the execution of Milestone Institute's Student Leadership Program, and the organization and management of key events throughout the Academic Year. This role requires an educator who can confidently work with groups of secondary school students, execute training sessions and support student leaders on their individual path of leadership skills development. The ideal candidate will meet the students regularly in various capacities and is required to manage Student Life and the Leadership Program, support community building and contribute to various administrative tasks related to the role. The candidate will also support the Academic Team in various tasks as needed.



Key Responsibilities

1. Strategic Leadership & Program Design

- **Strategic Planning:** support the Head of Student Life with the devising, implementation, and review of short- and long-term strategic plans for Student Life initiatives and events.
- **Student Leadership Program:** Support the Head of Student Life with the design, administering, and delivery of the Student Leadership Program, including training sessions, individual mentoring, and feedback loops to cultivate future leaders.
- **Signature Events:** Direct the design, management, and execution of major flagship events, including "Student Life Weeks," "Student Life Fair," and the "Student Council Election," and "Leavers' Camp."

2. Club & Society Management

- **Operations & Mentorship:** Oversee the establishment, constitutional scope, and day-to-day operations of student-led clubs and societies.
- **Funding & Budgeting:** Manage the Student Life Budget, including approving student grant applications, hardship funds, and securing external sponsorships.
- **Project Support:** Act as an advisor for student projects, assisting them from start-up through evaluation, and coordinating national/international trip logistics.

3. Community Building & Student Well-being

- **Inclusive Culture:** Foster a vibrant, inclusive campus community that celebrates cultural diversity, promotes equal opportunities, and aligns with the Institute's values.
- **Alumni & Transition Programs:** Support major institutional milestones, such as coordinating the "Leavers' Camp" and the annual Alumni Christmas Party, in collaboration with alumni and senior student leaders.
- **Employability & Skill Development:** Guide students in building real-world skills like project management, financial transparency, democratic practices, and social impact.

4. Communications & Public Relations



- **Multi-Channel Communication:** Manage all Student Life communication channels, including the monthly newsletter, social media, and physical notice boards.
- **Marketing Support:** Collaborate with the Recruitment Team to involve student leaders in student recruitment and promotional efforts.

5. Program Administration & Data Management

- **Systems & Scheduling:** Maintain the master Student Life Calendar to align timelines with broader academic and operational deadlines.
- **Digital Platforms:** Manage student records, membership databases, and project portals across key platforms, including **Canvas** (LMS) and **Salesforce** (CRM).
- **Policy & Documentation:** Author and update key institutional materials, including the *Student Leadership Manual*, *Student Life Guidelines*, and relevant sections of the *Academic Handbook*.

6. Academic Program Support

- Assistance with various core staff tasks as per requirements

Requirements

- **Academic Background:** BA degree
- **English Proficiency:** C1 level English proficiency
- **IT proficiency:** familiarity with Google Suites tools

Preferred Skills & Experience

- **Hungarian Proficiency:** C1 level Hungarian proficiency.
- **Teaching Experience:** Previous teaching experience and/or community building and management experience and/or experience with non-formal education and/or experience with secondary school education in any format. Experience in facilitating various group sessions. Volunteering or other community experience is a plus.

Milestone Institute offers:



MILESTONE INSTITUTE

- Salary range: 600 000 - 725 000 HUF gross (commensurate with age and previous experience)
- 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

Application Process and Timeline:

Application is by submission of a cover letter and Curriculum Vitae via the application link. The position is open until filled. Interviews will be held in late August and early September.

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.