

Job Title	Credential Evaluator
Type	Full-time
Location	Chicago (Loop)
Salary	\$40,000 - \$45,000
Start Date	September 1, 2017 or until filled
Duties & Responsibilities	<ul style="list-style-type: none"> • Researching non-US educational credentials and programs • Analyzing and interpreting data to prepare accurate assessments of educational documents in terms of their equivalency to the US system of education • Communicating with prospective students or employees via email, telephone and in person to review evaluation report inquiries and follow-up • Communicating with on-shore and off-shore institutions, ministries of education and various educational organizations and authorities
Minimum Education & Experience	<ul style="list-style-type: none"> • Excellent verbal and written skills, acute attention to detail, excellent research skills, personal energy and enthusiasm • An interest in international education, and the ability to interact effectively and patiently with individuals who are not native speakers of English • Two years of experience working in undergraduate, graduate, or transfer admissions at a regionally accredited institution • International admissions experience is desirable • A minimum of a US Bachelor's degree, or equivalent, is a requirement for employment as an evaluator • Flexibility to adjust to dynamic work flows
Physical Demands & Working Environment	<ul style="list-style-type: none"> • May require travel, estimated less than 10% seasonally • Ability to work for extended and continued periods at a workstation • May be required to work beyond office hours
Salary & Benefits	<ul style="list-style-type: none"> • Salary range is \$40,000-\$45,000 per annum with excellent growth potential; higher salary start will be considered based on previous credential evaluation or university admissions experience • We offer a comprehensive and generous benefit package
Submit Cover Letter & Resume	Email: hr@edperspective.org

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