



# Assessment Specialist

## Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment in which to acclimatize to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize universities in the US, UK and Asia. Universities in the US include: Oregon State University, University of South Florida, Colorado State University, Marshall University, Drew University, George Mason University, Saint Louis University, The University of Alabama at Birmingham, Washington State University, Suffolk University and Illinois State University.

## Reporting line

This position will report to the INTO North America Assessment Manager.

## Job overview

This primary responsibility of this role is to provide support and coordination between the delegated evaluation team, in the US and Hong Kong, and INTO's University Partners and Regional Offices.

## Key accountabilities and duties

This is a valued role in a growing, dynamic organization, so the responsibilities of the position may change and develop over time, but will include the following:

- Outstanding attention to detail and responsibility for the quality of data entered on all systems in an efficient manner.
- Critical thinking in fast paced situations to ensure the exceptional customer service.
- Commitment to excellence in contributing to a positive workplace and goal attainment.
- Champions region team dynamic and works collaboratively with the Application Processing Center, University Partners, Regional Offices and others in the INTO network. Serving as a liaison between these departments to ensure smooth transfer of information on curriculum, standards, credentials and requirements.
- Holistic thinker that can demonstrate comprehension of INTO's goals and mission
- Responsible for assigned regional expertise in educational systems and documents.
- Responsible for expertise on all Center based program and process information. Serving as a liaison between the University and Application Processing Centers on evaluation processes and procedures.
- Daily and weekly accountability to tasks and workflow assigned.
- Assist in the development of ongoing training materials and tools to strengthen outcomes during all times of the year. Provide training for new team members and others within the INTO organization on evaluation processes and procedures.
- Travel to US Center(s) or INTO Offices (Brighton, England, Hong Kong and San Diego, USA), as based on needs of Application Processing Center and INTO University Partnerships.
- Flexibility of work schedule based on workload of regions.
- Evaluate international academic credentials (secondary and post-secondary foreign credentials) for undergraduate and graduate applicants to INTO North America partner institutions.
- Cascade applicants found to be inadmissible at one or more partner institutions to other qualified alternatives within the INTO partner network.
- Stay up-to-date on evaluation standards, adjustments in foreign education systems,



educational practices and the latest information on academic policy regarding admissions standards at the undergraduate and graduate level for all INTO North America partner institutions.

- Execute decision-ready evaluations (1) on a routine basis for timely admission decisions and (2) in support of special projects; for example, in preparation for recruitment and yield events, to ensure priority action application timelines and during peak production periods.
- Provide preliminary transcript reviews for students and agents when requested.
- Assist the Application Processing Center to assess the completeness of a credential regarding transcript, diploma, translation, etc.
- Coordinate the delegated evaluation taskforce, provide meeting agenda and minutes, ensure that timelines are being met and information is being collected and distributed in a timely manner.
- Other duties as assigned.

## Location

The position is based INTO North America's headquarters in San Diego, CA.

## Qualifications and Experience

Essential:

- Bachelor's degree
- Experience working in Higher Education or in an education related field
- Experience in field of international secondary and/or post- secondary credential evaluations
- Ability to work independently, and with others on various time zones

Desirable:

- Knowledge on the US Educational system
- Knowledge of and/or experience with international student programs such as ESL and academic preparatory programs
- Experience working within a joint venture and/or a highly matrixed organizational structure and working with multiple stakeholders
- Experience working with AACRAO, WES and other credential evaluation organizations
- Experience with coordination of projects.
- Experience living and working overseas

## Skills and Abilities

- Ability to prioritize, meet deadlines, work under pressure and, when necessary, with minimal resources
- Detail oriented, organized, and able to juggle a fast-paced working environment.
- Ability to build effective relationships with key stakeholders
- Ability to deploy and manage resources effectively with efficient priority and time management
- Ability to maintain sound judgment and decision-making even when under pressure
- Competent IT and analytical skills

## How to apply

To be considered for this position, please follow the link below and submit your cover letter and resume:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=46976&lang=en\\_US&source=CC2&cclid=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=46976&lang=en_US&source=CC2&cclid=19000101_000001)



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