



Senior Foreign Credentials Analyst at Foundation for International Services, Inc.

Job Title: Senior Foreign Credentials Analyst

Department: Operations (Evaluations)

Reports to: Director of Evaluations

Location: On-site in Edmonds, WA or Remote

Job Summary:

The Senior Foreign Credentials Analyst will primarily be responsible for developing and editing reports, researching comparative education, and supporting policy making within the organization.

Duties/Responsibilities:

- Editing large volumes of foreign credential evaluations – both basic equivalency (Document by Document) reports and the more comprehensive (Course by Course) reports
- Contributing to ongoing comparative education research for both internal policymaking/documentation and conference presentations
- Performs other related duties as assigned

Supervisory Responsibilities:

- Assist in supervision and mentoring of junior and mid-level analysts who are responsible for preliminary review of client files and report drafting
- Potential exists for advancement to a management-level position based on experience and performance

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Organizational skills and attention to detail
- Time management skills with a proven ability to meet deadlines
- Proficient with Microsoft Office Suite
- Foreign language(s) desired, but not required

Education and Experience:

- Bachelor's degree (any discipline)
- At least five years of experience in foreign credentials evaluation at a college/university or with a private evaluation organization

Application:

Please send a resume and cover letter to jobs@fis-web.com with the subject line "Senior Analyst"



About Us

FIS, Inc. is a leading provider of international document services since 1978. Every year FIS helps thousands of clients achieve their goals. Our diverse and talented clientele include immigration lawyers, corporate legal departments, educational institutions, recruiters, HR professionals, boards, and the U.S. military as well as individuals. The services we offer are credential evaluations, certified translations, and expert opinion letters.

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Foundation for International Services, Inc.

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