



International Education Analyst (1-3 years prior experience) – New York City or remote

Job Description:

The primary responsibility of this position is the preparation of evaluation reports based on international academic and training documents. Analysts are expected to review foreign certificates, diplomas and transcripts; research non-U.S. educational systems, institutions, and programs; and determine the equivalency of academic study and professional training completed outside of the United States.

The International Education Analyst should be eager to expand their credentials evaluation knowledge base through research, professional development, and training from senior staff.

Primary Responsibilities:

- Research non-U.S. educational systems, institutions, and programs
- Prepare evaluations that accurately express applicants' credentials in U.S. terms
- Communicate with individual applicants and institutional clients via email, phone and/or in-person to efficiently complete comprehensive evaluations

Qualifications:

- 1-3 years of experience as a foreign credentials evaluator at a college/university or established credential evaluation agency
- Fluency in a foreign language is recommended, but not required (especially Arabic, Chinese, and/or Russian)
- Impressive writing, research, and communication skills
- Close attention to detail
- High level of organization and self-motivation
- Ability and willingness to assist diverse, international clients of all backgrounds

Salary & Benefits:

- Salary is dependent on previous relevant experience and location
- Generous end-of-year performance bonuses
- Insurance including medical (100% employer contribution), dental and vision
- 401(k) matching
- Gym and language classes reimbursement

To apply, please email your resume to stoomey@spantran.com

WWW.SPANTRAN.COM

New York Office 450 7th Ave, Suite 804 New York, NY 10123

Houston Office 2400 Augusta Drive, Suite 451 Houston, TX 77057

Miami Office 2655 Le Jeune Rd., Suite 602 Coral Gables, FL 33134