

Job Title	Credential Evaluator (Experienced)
Type	Full-time
Location	Chicago (Loop)
Salary	\$43,000 - \$50,000
Start Date	October 1, 2018 or until filled
Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Researching non-US educational credentials and programs</li> <li>• Analyzing and interpreting data to prepare accurate assessments of educational documents in terms of their equivalency to the US system of education, and others.</li> <li>• Communicating with prospective students or employees via email, telephone and in person to review evaluation report inquiries and follow-up</li> <li>• Communicating with on-shore and off-shore institutions, ministries of education and various educational organizations and authorities</li> </ul>
Minimum Education & Experience	<ul style="list-style-type: none"> <li>• Excellent verbal and written skills, acute attention to detail, excellent research skills, personal energy and enthusiasm</li> <li>• An interest in international education, and the ability to interact effectively and patiently with individuals who are not native speakers of English</li> <li>• Three years of experience working in undergraduate, graduate, or transfer admissions at a regionally accredited institution <b>or</b>,</li> <li>• Three years of experience working as an international credential evaluator at an established credential evaluation agency</li> <li>• International admissions experience is desirable</li> <li>• A minimum of a US Bachelor's degree, or equivalent, is a requirement for employment as an evaluator</li> <li>• Flexibility to adjust to dynamic work flows</li> </ul>
Physical Demands & Working Environment	<ul style="list-style-type: none"> <li>• May require travel, estimated less than 10% seasonally</li> <li>• Ability to work for extended and continued periods at a workstation</li> <li>• May be required to work beyond office hours</li> </ul>
Salary & Benefits	<ul style="list-style-type: none"> <li>• Salary range is \$43,000-\$50,000 per annum with excellent growth potential; higher salary start will be considered based on previous credential evaluation or university admissions experience beyond the minimum experience posted for this position.</li> <li>• We offer a comprehensive and generous benefit package</li> </ul>
Submit Cover Letter & Resume	Email: <a href="mailto:hr@edperspective.org">hr@edperspective.org</a>

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