<table>
<thead>
<tr>
<th>Job Title</th>
<th>Evaluator</th>
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</thead>
<tbody>
<tr>
<td>Type</td>
<td>Full-time</td>
</tr>
<tr>
<td>Location</td>
<td>Chicago (Loop)</td>
</tr>
<tr>
<td>Salary</td>
<td>$38,000 - $56,000 (Based on prior International Credential Evaluator experience)</td>
</tr>
<tr>
<td>Start Date</td>
<td>1 October 2022 or until filled</td>
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**Duties & Responsibilities**
- Research non-US educational credentials and programs
- Prepare accurate assessments of educational documents in terms of their equivalency to the US system of education
- Communicate with applicants via email, telephone and in person to review evaluation report inquiries and follow-up
- Communicate with higher education institutions, ministries of education and various educational organizations and authorities

**Minimum Education, Skills, & Experience**
- Excellent verbal and written skills, acute attention to detail, excellent research skills, personal energy, and enthusiasm
- Interest in international education, and the ability to interact effectively and patiently with individuals who are not native speakers of English
- A minimum of a US Bachelor’s degree, or equivalent, is a requirement
- Flexibility to adjust to dynamic workflows

**Preferred Experience**
- Experience working in undergraduate, graduate, or transfer admissions at a regionally accredited institution or as a credential evaluator at an established credential evaluation agency
- International admissions experience is desirable

**Physical Demands & Working Environment**
- 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**
- Salary range is $38,000-$56,000 per annum with excellent growth potential, salary commensurate with previous credential evaluation or university admissions experience
- Comprehensive and generous benefit package
- Hybrid work schedule may be permissible, after completion of training

Submit Cover Letter & Resume  Email: hr@edperspective.org

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