<table>
<thead>
<tr>
<th>Job Title</th>
<th>Credential Analyst Associate</th>
</tr>
</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>$30,000 - $34,000</td>
</tr>
<tr>
<td>Start Date</td>
<td>June 1, 201 or until filled</td>
</tr>
</tbody>
</table>

**Duties & Responsibilities**
- Provide administrative and clerical support to credential analyst staff
- Assist in research of non-US educational credentials and programs
- Accurate CRM entry of customer and client orders
- Prepare documentation, certification and evaluation reports for digitization and delivery
- Communicate with prospective students or employees via email, telephone and in person to review certification and evaluation report inquiries and follow-up
- Communicate with on-shore and off-shore institutions, ministries of education and various educational organizations and authorities

**Minimum Education & Experience**
- Excellent verbal and written skills, acute attention to detail, excellent research skills, personal energy and enthusiasm
- An 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 for employment as an evaluator associate
- Flexibility to adjust to dynamic work flows

**Physical Demands & Working Environment**
- Ability to work for extended and continued periods at a workstation
- May be required to work beyond office hours

**Salary & Benefits**
- Salary range is $30,000-$34,000 per annum with excellent growth potential; higher salary start will be considered based on previous credential evaluation or university admissions experience
- We offer a comprehensive and generous benefit package

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

Educational Perspectives is a not-for-profit public service organization that does not discriminate on the basis of age, disability, ethnicity, gender, marital status, race, religion, or sexual orientation in our hiring practices or work environment.