<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Credential Evaluator (Experienced)</th>
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</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td>Full-time</td>
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<tr>
<td><strong>Location</strong></td>
<td>Chicago (Loop)</td>
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<tr>
<td><strong>Salary</strong></td>
<td>$43,000 - $50,000</td>
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<tr>
<td><strong>Start Date</strong></td>
<td>June 1, 2019 or until filled</td>
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### Duties & Responsibilities
- Researching non-US educational credentials and programs
- Analyzing and interpreting data to prepare accurate assessments of educational documents in terms of their equivalency to the US system of education, and others.
- Communicating with prospective students or employees via email, telephone and in person to review evaluation report inquiries and follow-up
- Communicating 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
- Three years of experience working in undergraduate, graduate, or transfer admissions at a regionally accredited institution **or**,
- Three years of experience working as an international credential evaluator at an established credential evaluation agency
- International admissions experience is desirable
- A minimum of a US Bachelor’s degree, or equivalent, is a requirement for employment as an evaluator
- Flexibility to adjust to dynamic work flows

### 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 $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.
- We offer a comprehensive and generous benefit package

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

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