

Job Title	Documentation Specialist
Type	Full-time, Salaried Professional
Location	Chicago (Loop)
Salary	\$31,000 - \$36,000
Start Date	September 4, 2018 or until filled
Duties & Responsibilities	• Reviewing International educational credentials in preparation for evaluation • Maintaining institutional records according to a complex archival system • Provide administrative and clerical support to communication and evaluation staff • Assist in research of non-US educational institutions and the credentials they issue
Minimum Education & Experience	• Excellent verbal and written skills, acute attention to detail, 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 • Flexible attitude to work including willingness to work weekends and evenings in support of clients and administrative activities
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 \$31,000-\$36,000 per annum with excellent growth potential; higher salary start will be considered based on previous experience • We offer a comprehensive and generous benefits package
Submit Cover Letter & Resume	Email: hr@edperspective.org

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