



## Educational Perspectives

Job Title: Documentation Specialist

Summary: Educational Perspectives is seeking a qualified and motivated individual to fill a position as a foreign educational credential Documentation Specialist. Duties include, but are not limited to, reviewing international credentials in preparation for evaluation, maintaining institutional records according to a complex archival system, providing administrative and clerical support to administrative and evaluation staff, and assisting in the research of non-US educational institutions and the credentials they issue.

The ideal candidate for this position will possess 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. The ability to speak or read a language other than English is a highly desirable skill, but not required. A minimum of a US Bachelor's degree, or equivalent, is a requirement for this position.

This is a full-time salaried position located in Chicago (Loop).

We offer a comprehensive and generous benefits package.

Salary: \$31 - 36K per annum based on experience, with excellent growth potential

Start date: Open until filled.

Please submit a letter of interest and resume in confidence to:

Human Resources  
Educational Perspectives, nfp  
P.O. Box A3462  
Chicago IL 60690

Or by email to: [hr@edperspective.org](mailto:hr@edperspective.org)

Telephone inquiries will **not** be accepted.

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