

EVALUATOR

Educational Perspectives, nfp

Location

Chicago, IL

Employment Type

Full-Time

Position Type

Salary

Position Level

Entry Level

About EP:

Educational Perspectives is a not-for-profit international education research organization in the heart of Chicago dedicated to helping individuals have their international education recognized in the United States. We provide credential evaluation, certification, and translation services for purposes of admission to higher education, immigration, employment, and licensure in a profession.

Summary of Position:

The Evaluator is dedicated to preparing written assessments of academic records that document study completed outside of the United States to determine the U.S. equivalency of study. This assessment is based on the EP-established credential evaluation methodology. This includes research of country education systems, institutional and programmatic admission and degree requirements, accreditation, and document authentication and verification. This is an entry level position and includes the following essential duties and responsibilities:

- Research international educational credentials and programs
- Analyze and interpret data to prepare accurate assessments of educational documents
- Effectively defend determinations on an equivalency report using the EP methodology as the basis
- Ability to thoroughly explain the EP methodology and equivalency assessments to applicants and institutional clients
- Communicate with prospective applicants and customers via e-mail, telephone, and in-person on topics specifically related to an equivalency assessment
- Correspond with institutions, foreign ministries of education, and various educational organizations and authorities for purposes of research and credential verification
- Other duties as assigned

Qualifications:

- U.S. bachelor's degree, or equivalent
- Strong analytical skills with an acute attention to detail, excellent verbal and written skills, personal energy, and enthusiasm
- Interest in international education and the mission of EP
- Flexibility to adjust to dynamic workflows without regard to application volume
- Tolerance and patience in communicating with those who speak English as a second language
- Extensive working knowledge of Microsoft Office products
- Excellent verbal and written communication abilities

Benefits:

- Medical, dental, and vision coverage
- 403(b) retirement plan
- Competitive compensation
- Paid time off (PTO) programs
- Flexible schedule
- Work from home (restrictions and conditions apply)

Resumes and cover letters may be sent to hr@edperspective.org