

Job Title	Credential Analyst Associate
Type	Full-time
Location	Chicago (Loop)
Salary	\$30,000 - \$34,000
Start Date	June 1, 201 or until filled
Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Provide administrative and clerical support to credential analyst staff</li> <li>• Assist in research of non-US educational credentials and programs</li> <li>• Accurate CRM entry of customer and client orders</li> <li>• Prepare documentation, certification and evaluation reports for digitization and delivery</li> <li>• Communicate with prospective students or employees via email, telephone and in person to review certification and evaluation report inquiries and follow-up</li> <li>• Communicate with on-shore and off-shore institutions, ministries of education and various educational organizations and authorities</li> </ul>
Minimum Education & Experience	<ul style="list-style-type: none"> <li>• Excellent verbal and written skills, acute attention to detail, excellent research skills, personal energy and enthusiasm</li> <li>• An interest in international education, and the ability to interact effectively and patiently with individuals who are not native speakers of English</li> <li>• A minimum of a US Bachelor's degree, or equivalent, is a requirement for employment as an evaluator associate</li> <li>• Flexibility to adjust to dynamic work flows</li> </ul>
Physical Demands & Working Environment	<ul style="list-style-type: none"> <li>• Ability to work for extended and continued periods at a workstation</li> <li>• May be required to work beyond office hours</li> </ul>
Salary & Benefits	<ul style="list-style-type: none"> <li>• 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</li> <li>• We offer a comprehensive and generous benefit package</li> </ul>
Submit Cover Letter & Resume	Email: <a href="mailto:hr@edperspective.org">hr@edperspective.org</a>

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