



EVALUATOR ASSOCIATE

Educational Perspectives, nfp

Location

Chicago, IL

Position Level

Entry Level

Employment Type

Full-Time

Position Type

Salary

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 primary responsibility of the Evaluator Associate is dedicated to conducting light research of non-US educational credentials and programs and preparing accurate and concise assessments of educational documents under the guidance of a Senior Evaluator. Evaluator Associates will also assist in administrative and clerical duties such as, but not limited to, maintaining records in case files, communicating with applicants and institutional clients via telephone, e-mail, and, when needed, in-person, communicating with on-shore and off-shore institutions, foreign ministries of education, and various educational organizations and authorities, as well as other duties as assigned.

The Ideal Candidate:

The ideal candidate for this position is someone who:

- Has excellent verbal and written communication skills
- Possesses innate analytical skills and an acute attention to detail
- Is tolerant and patient in communicating with those who speak English as a second language
- Can be flexible to adjust to dynamic workflows without regard to application volume, including working extended periods at a workstation as well as beyond office hours, when necessary
- Has an interest in international education, personal energy, and enthusiasm
- Has some working knowledge of Microsoft Office products

Qualifications:

- U.S. bachelor's degree, or equivalent
- Some general office experience, preferred

What We Offer:

- 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