

<b>Job Title</b>	Evaluator Associate
<b>Type</b>	Full-time
<b>Location</b>	Chicago (Loop)
<b>Salary</b>	\$34,000 - \$36,000
<b>Start Date</b>	Until filled
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Release evaluation reports via digital and electronic platforms</li> <li>• Files and archives documents; maintains records in the catalog</li> <li>• Communicates directly with applicants and institutions; enters data/notes in customer database</li> <li>• Provides administrative and clerical support to Evaluation staff</li> <li>• Assists in administrative and clerical duties; customer service and other duties as assigned</li> </ul>
<b>Minimum Education and Experience</b>	<ul style="list-style-type: none"> <li>• U.S. Bachelor's degree, or equivalent</li> <li>• 1-2 years of office experience preferred, but not required</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Interest in the mission of Educational Perspectives</li> <li>• Excellent interpersonal skills, computer skills, time management skills</li> <li>• Ability to work independently; attention to detail; able to handle confidential documents</li> <li>• Flexibility to adjust to dynamic and shifting workflows</li> </ul>
<b>Physical Demands and Work Environment</b>	<ul style="list-style-type: none"> <li>• Ability to work for extended and continued periods at a workstation</li> <li>• Work may include some weekends and evenings during peak seasons</li> <li>• Proof of full vaccination against COVID-19 upon commencing employment</li> <li>• Requires daily commute to office</li> </ul>
<b>Reports Directly To</b>	Manager, Evaluation Services
<b>Salary and Benefits</b>	<ul style="list-style-type: none"> <li>• Comprehensive and generous benefit package.</li> </ul>
<b>Apply</b>	E-mail: <a href="mailto:hr@edperspective.org">hr@edperspective.org</a>

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