



World Education Services

Credential Evaluator

The **International Credential Evaluator** reviews and evaluates academic documents in order to prepare evaluation reports for clients and applicants to assist in the integration of such persons into academic or business settings.

Responsibilities:

- Accurately review and understand foreign documents
- Select credentials, institutions, grading scales and major areas of study in order to develop high quality evaluations.
- Develop intimate knowledge of the education systems covered by the group
- Prepare correspondence to institutions and applicants

Minimum Qualifications:

- Bachelor's degree or equivalent
- 1-2 years of work experience
- Excellent writing skills
- Fluency in Spanish
- Study or work abroad preferred
- Computer literate
- Experience with conducting research
- Interest in foreign education systems

Application Procedure: Submit resume and cover letter to rschaffe@wes.org.