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Founded 1981 • NACES Member since 1993

Educational Records Evaluation Service

ERES EMPLOYMENT OPPORTUNITY

**For Sacramento Area Candidates
Who Speak/Read/Write
WESTERN EUROPEAN LANGUAGES**

We are currently seeking candidates for a
Credentials Evaluator Trainee

Part-time Position

**Evaluating Documents/Education From
WESTERN EUROPE**

Part Time: Work Load generally varies from 5 to 25 hours per week and income typically would vary from around \$500 to over \$3,000 per month. Opportunities for higher income are possible for a candidate that performs very well and is a strong fit for this profession and for the needs of ERES.

What Does an Evaluator (Trainee) Do: A new evaluator will be trained to review and critically examine educational documents (transcripts and diplomas) from European countries and by applying this training they will be able to determine:

- Document authenticity (whether documents are valid); and
- The accreditation of educational institutions in other countries; and
- The U.S. educational equivalence of education from other countries

Evaluators also participate in directly assisting customers and in activities that continually enhance their skills, knowledge, and access to professional resources and, in time, the ability to assist in policy decisions.

Note: Although we currently are interested in candidates with Western European language abilities, we would be interested in **candidates with other language abilities** if they also have prior university employment experience working with academic records.

Preferred/Desired Qualifications

- **Fluent in One of More European Language and English.**
- **Have at least a Bachelor's Degree (Master's or higher is preferred).**
- **Have a major portion of your education from a Western European country and being familiar with the U.S. Education System** is important.
- **Be in or near Sacramento, California with the likelihood of staying in the local area for at least a few years.** Learning to be an effective credentials evaluator happens over an extended period of time **and is an ever continuing process.** Because a high level of competency as an evaluator requires months and years of experience, ERES prefers candidates that are likely to remain in the local area.
- Have a situation where **part-time work** (which varies from 5 to 25 hours per week) is a good fit. **Most of the work is actually done at home. A limited amount of time in the ERES office is required.**
- It is important to have **good computer skills** and the ability to easily learn to format the evaluations.
- **Prior employment in higher education is an advantage and preferred,** but is not required.
- Candidates that have the following personal traits are preferred:
 - A tendency to be **thoughtfully analytical**, which is important in reviewing academic documents and trying to judge their authenticity and U.S. educational equivalence;
 - The ability to **easily think in mathematical terms.** This is important as an evaluator is often converting academic (numerical) credits from one country to its' value in the U.S. system. A Mathematical Mind-Set is also important in converting international grading scales to U.S. grades as well as determining Grade Point Averages;
 - The ability to generally **learn quickly**, to **stay organized**, and to work with and **keep track of many details**;
 - **Value responsibility** and being dedicated to **high standards, strong business ethics, integrity, and a sense of fairness.**
 - Enjoy working with other ERES staff and meeting and serving customers;
 - Have a **sincere interest in international education.** Enjoy learning and intellectual challenges and be capable of in-depth participation based on acquired knowledge, experience, and good judgment;
 - Take pride in being part of an esteemed profession that has much potential for your personal and professional development.

If you have an interest please email your resume to jobs@eres.com. Also, please include a letter with a few sentences explaining why you think you are a good fit for this position.

We are very selective and request that you respond only if you feel confident of your qualifications.