Park Evaluation is looking to hire a Junior Evaluator within our Evaluations and Research team. This is an exciting opportunity to join a team of professionals looking to drive change in the international admissions, licensure, and immigration space.

Successful evaluators possess strong problem-solving skills, an ability to articulate ideas and solutions in a straightforward manner and excel in demonstrating initiative.

This is a full-time, remote position.

**Key Responsibilities**:

* Evaluate international academic credentials, including diplomas, transcripts, certificates, and other relevant documents, to determine their comparability to U.S. educational standards.
* Research and analyze educational systems, grading scales, accreditation, and institutional recognition of foreign institutions to ensure accurate evaluation.
* Utilize databases, reference materials, and resources to verify the authenticity and legitimacy of foreign credentials.
* Prepare detailed evaluation reports outlining the equivalency of foreign credentials to U.S. educational levels, credits, grades, and degrees.
* Provide professional recommendations and interpretations based on established evaluation standards and guidelines.
* Stay updated on current trends, regulations, and best practices in international education, credential evaluation, and related fields.
* Communicate effectively with clients, stakeholders, and colleagues to ensure clarity and accuracy in evaluation processes.

**Requirements**:

* Bachelor's Degree
* 1+ years of experience working in the foreign educational space
* Proficiency in Microsoft Office Suite (Word, Excel and Outlook) and PDF Editing Software
* Excellent written and verbal communication skills
* Ability to be resourceful and proactive when issues arise
* Excellent organizational skill, multitasking and time-management skills