

INTO MARSHALL UNIVERSITY
MARSHALL UNIVERSITY
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Foreign Credential Evaluator

Key Accountabilities and Duties

Duties include, but are not limited to: evaluate foreign credentials for admission to INTO MU Pathways programs; stay up-to-date on evaluation standards, educational practices and the latest information on academic policy regarding international admissions standards at the undergraduate and graduate level; convert foreign grading scales to a 4.0 GPA scale; liaise with MU Office of Admissions and the INTO Application Processing Center on application processes, and procedures; work within the INTO MU Center and across the University as an effective team player; maintain a positive and flexible attitude and provide constructive feedback within the team; assist with other center-wide programs and activities as assigned; other duties as assigned.

Qualifications

Required:

- Bachelor's degree
- one year of experience evaluating foreign academic credentials at a post-secondary institution
- knowledge of various country educational systems, international credentials evaluation procedures
- ability to research GPA equivalents using reference materials and conduct initial transcript evaluation
- experience with student information data systems
- knowledge of trends and best practices in international education
- process and detail oriented
- demonstrated ability to prioritize, meet deadlines, and work under pressure while maintaining attention to detail strong oral/written communication and interpersonal skills
- demonstrated ability to conduct independent research
- experience in processing complex calculations
- strong work ethic and a positive, friendly, and customer service-oriented attitude
- ability to work with systems.
- must be able to perform all essential duties as outlined in the job description.

Preferred:

- Master's degree
- 2+ years of demonstrated knowledge of an experience with international admissions, file review, and transcript evaluation of international and domestic secondary and post-secondary education credentials at an accredited US institution of higher education
- experience with student information data systems



- knowledge of MS Office Applications
- knowledge of and ability to work in Salesforce
- professional work experience in a university admissions office
- ability to take initiative and work both independently and as a team an interest in other nationalities and cultures
- multilingual experience cross cultural communications skills
- experience with the ability to work with a wide variety of internal and external constituents.

How To Apply

This is a Marshall University Research Corporation paid position. To apply – click the link below to submit your cover letter and resume:

<https://marshall.peopleadmin.com/postings/12114>

Application Deadline: open until filled