



Assistant Editor

Reports to: Managing Editor
Department: Assessment Services
PT/FT Status: FT
Location: Chicago, IL

About The National Board of Osteopathic Medical Examiners (NBOME):

The National Board of Osteopathic Medical Examiners (NBOME), founded in 1934, is an independent, nongovernmental, not-for-profit organization whose mission is to protect the public by providing the means to assess competencies for osteopathic medicine and related health care professions. Osteopathic medicine is a rapidly growing area in healthcare with a whole-person centered approach to medicine. Doctors of osteopathic medicine (DOs) are one of the most rapidly growing fields in medicine today. In 2020, one in 5 physicians in the US is expected to be a DO.

The NBOME is recognized for excellence in the national and the international arena of osteopathic physician testing and evaluation. The NBOME's Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) is the examination series universally accepted for osteopathic physician licensure in the United States, as well as by physician licensing authorities in numerous other international jurisdictions. In addition, the NBOME produces a number of other osteopathically distinct assessments for other purposes and assessments for other professional clients.

The NBOME has two locations: the Chicago Corporate Offices (near O'Hare Airport) and the Philadelphia Executive Offices (outside of Philadelphia in Conshohocken). A National Center for Clinical Skills Testing is at each location. The Assistant Editor position is located in the Chicago office, which borders the suburbs of Park Ridge and Rosemont.

Expectations for all employees:

Support the organization's mission, vision and core values by exhibiting the following behaviors: upholding the public's trust for **patient safety** and high quality health care; acting with **integrity**, honesty, professionalism and fairness; taking personal and professional **accountability** for behaviors, actions and outcomes; striving for **excellence** through embracing change, continual learning and improvement; and working in a climate of **collaboration** with trust, respect and cooperation.

About the position:

The NBOME seeks an Assistant Editor to assist the NBOME Assessment Services Department editing team.

The Assistant Editor will assist with all facets of item editing as designated by the Managing Editor. The Assistant will provide support to the team in activities related to item-writing workshops, resource organization and maintenance, and item editing. Specific responsibilities include, but are not limited to:

- **Item Bank and Editing Resource Maintenance:** Enter item updates from subject matter experts, including references, assets, and coding. Track item editing project status. Conduct routine searches for enemy items, lifted content, and updated terminology. Maintain organization of editing group's shared network drive.
- **Meeting and Training Support:** Provide support for the scheduling, planning, preparation, and execution of item writing workshops and other training initiatives. Support presentation and document creation for meetings and webinars.
- **Item Editor Skill Development:** Under the direction of the Managing Editor, develop specific skills required to perform Item Editor functions, such as style guide mastery, meeting facilitation training, medical terminology acquisition, new item processing, and evaluation of item flaws. Conduct item editing of selected new item submissions as directed.

The Assistant Editor will join a dynamic team that is passionate about the NBOME's mission to protect the public by providing the means to assess competencies for osteopathic medicine and related health care professions.

Requirements:

The ideal candidate will have:

- Four-year college degree (English, Journalism, or a similar concentration preferred)
- Proficiency in Microsoft Office
- Some office or administrative experience preferred
- Experience with medical terminology preferred
- Organizational skills and the ability to multi-task
- Superior attention to detail, and strong keyboarding and proofreading skills
- Strong written and verbal communication skills

To Apply:

Please submit resume and letter of interest summarizing your qualifications to Human Resources by email at HRAdmin@nbome.org.

The NBOME is an equal opportunity employer. All applicants must be **legally eligible to work in the United States**.