Test Development Assistant

Reports to: Program Co-Manager
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 Test Development Associate is located in the Chicago office, which borders the suburbs of Park Ridge and Rosemont.

Expectations for all employees:

Supports 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

Summary of duties and responsibilities:
The Test Development Assistant will assist with all facets of new item development processes designated by the Program Co-Manager. The Assistant will support the exam development meetings and test development activities in general. Tasks include, but are not limited to: item processing, document preparation, meeting planning and execution, and committee member and item writer correspondence and coordination.

Requirements:

The ideal candidate will have:

- Some completed higher education coursework; bachelor’s degree preferred
- Some office or administrative experience preferred
- Superior attention to detail, typing accuracy and proofreading skills
- Data entry experience preferred
- Organizational skills and ability to multi-task
- Strong written and verbal communication skills
- Flexibility and positive, team-oriented attitude
- Proficiency in Microsoft Office
- Ability to work approximately 15-20 weekend days per year
- Experience with medical terminology preferred

To Apply:

Please submit resume, where you heard about this position, and a letter of interest summarizing your qualifications to HRadmin@nbome.org.

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