

Test Media Assistant

Reports to: Senior Test Publishing Specialist
Department: NBOME Assessment Services
PT/FT Status: FT
Location: Chicago

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 Media Assistant is located in the Chicago office.

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.

Summary of duties and responsibilities:

A Test Media Assistant edits, creates, designs, and/or converts all images and multimedia materials for high stakes medical assessments. He/she is responsible for adhering to the technical standards for exam media publication. He/she assists in maintaining images and associated metadata in NBOME item bank. The Test Media Assistant will also support Test Publishing as necessary.

Responsibilities:Still Images

- Edit medical visuals to meet exam publication standards
- Create/design: visuals for animations, etc.), recreate - ECG, fetal heart monitoring, pediatric growth charts, and other graphics, and convert files: legacy format to digital, file conversion, etc.
- Design, create, and edit other graphics (not exam materials) for the organization as needed

Multimedia

- Edit and convert audio/video exam materials
- Design, create, and maintain, including related files, animation exam materials
- Maintain and update media files and associated metadata within the NBOME item bank
- Support Test Publishing staff in various activities related to the publication of NBOME examinations

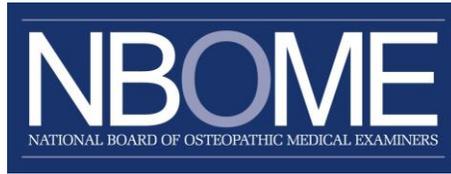
Other duties requested by supervisor or senior leadership.

Skills Needed:

- Some college preferred
- Minimum 1 year experience in graphic editing and design and 1 year in video and audio editing, design and creation
- Superior technical knowledge of Adobe Creative Cloud, including Photoshop, Illustrator, Premier and other digital imaging and sound software, as well as the use of digital hardware required
- Proficiency with Microsoft Office
- Working knowledge of HTML, XML, and CSS to produce formatted material preferred
- Experience with JavaScript, animation, and other forms of multimedia desirable

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.

***NBOME is an E-Verify participant.**