



NBOME
NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS

***Seeking Talented and Energetic
Assistant Publishing Specialist***

The National Board of Osteopathic Medical Examiners (NBOME) – the organization known for creating and administering COMLEX-USA, the licensure examinations for osteopathic physicians in the United States – is seeking an Assistant Publishing Specialist for its Department of Cognitive Testing in Chicago, IL.

The Assistant Publishing Specialist will join a team of dynamic leaders and a staff that is passionate about the NBOME's mission of protecting the public by providing the means to assess competencies for osteopathic medicine and related health care professions. He/She will report directly to the Senior Test Publishing Specialist. The Assistant Publishing Specialist will work from the NBOME Corporate Offices in Chicago, IL.

Description includes:

- Conducts quality control for the examination content received from examination development teams
- Primarily responsible for preparing the examination questions and exam structure specifications in accordance with the guidelines/conventions of the test delivery vendors
- Organizes and packages all test contents and delivers to the test delivery vendors
- Diagnoses problems of incoming examination review packages compiled by the vendor. Contributes toward documenting procedures, workflows, and guidelines pertinent to problem resolution
- Analyzes internal workflows and recommend improvements when appropriate
- Provides other assistance to test development and publishing when needed
- Works under the supervision of Senior Test Publishing Specialist
- Works closely and maintain professional relationship with internal examination development teams, IS staff, and external vendors

Qualified candidates must have:

- Minimum two years experience in publishing industry
- Exceptional attention to detail with excellent organizational skills, a proven track record of meeting deadlines, and a willingness to work in a hands-on environment
- Working knowledge of SQL, professional experience with Oracle database servers and associated tools such as SQL/Plus and SQLLDR a plus
- Superior technical knowledge of Microsoft Office products, professional experience with VBA programming for Word and Excel a plus
- Working knowledge of HTML and CSS required
- Professional experience with various XML technologies, including Schema, XSLT, and XQuery, is highly desirable
- Solid working skills on at least one of the contemporary dynamic programming languages, Python preferred
- Strong analytical skills for effective problem solving
- Self-starter, comfortable taking on a broad and changing set of responsibilities, proactively looks for ways to improve and enhance communication and workflow processes across various teams
- Bachelor's degree or equivalent in education, training, and experience

Excellent salary and benefit package commensurate with experience. Interested candidates can apply for this position by emailing a letter of interest summarizing your qualifications, curriculum vitae/resume, and salary requirements to hadmin@nbome.org.

For more information about the NBOME, its mission and its evaluation and testing tools for the osteopathic medical profession, please visit our website www.nbome.org.

NBOME is an equal opportunity employer. Applicants must be legally eligible to work in the U.S.