Editor I

Department: Assessment Services
PT/FT Status: FT
Location: Chicago, IL

About the position:
The Editor I will substantially contribute to the quality control of test items at various levels of development in regard to style, format, clarity, and clarification of medical-content issues. The Editor I will collect, research, and communicate specific issues with authors and with other department staff, including Editors and Test Developers. This communication will include interactions and facilitation at workshops and meetings, individual feedback to authors, identifying trends in items, item writing issues, and item issue resolution with subject matter experts (SMEs). Specific responsibilities include, but are not limited to:

- Proofread, edit, and perform quality control reviews of exam items, coding, and accompanying media at various stages of development; conduct research and fact-checking to verify item content; emphasize screening for any language that may be perceived as discriminatory or offensive. Perform developmental editing and proofing, and develop copyediting skill.

- Facilitate small group activities at item-writing workshops, including item screening and group reviews. Develop materials for and participate in item-writing workshops. In addition, assist in review meetings for assigned product teams, providing input to produce items with appropriate clarity, quality, difficulty, and style. Participate in all internal and external product team meetings. Give presentations to SMEs and staff with oversight.

- Cultivate ongoing communication with authors, ensuring strong collaborative relationships and providing timely, tactful, and detailed exchanges of item revisions through new item editing, item-writing workshops, SME revision projects, and virtual item-writer training.

Requirements:
The ideal candidate will have:
- Bachelor degree (English, Journalism, or a similar concentration preferred)
- 2+ years of experience with copy editing, proofreading, and/or copy/manuscript editing
- Experience with medical terminology and/or assessments a plus
- Proficiency in Microsoft Office
- Superior attention to detail
- Excellent written and verbal communication skills
- Organizational skills and ability to multi-task
- Flexibility and positive, team-oriented attitude

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

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