



Test Development Associate

Reports to: Manager for Test Development
Department: Licensure Assessment Services
Location: Chicago Office
PT/FT Status: Full-time, Non-Exempt

Summary of position:

The Test Development Associate will facilitate all facets of exam development processes designated by the Program Co-Manager. Tasks include, but are not limited to: new item development (preparing and distributing writing assignments, item entry and coding, item pool updates, item review and developmental editing); examination publishing (proofing items); and compilation of item feedback by candidates during examination administration. Assists in planning for and participating in the Licensure Assessment Services Department meetings that support item development, examination review, item analysis and key validation processes.

Responsibilities:

- Support committees and committee members involved in the development and processing of items, review and approval of examination content and monitoring of candidate performance
- Draft and distribute writing assignments, track new submissions, item entry and coding, communication with item writers
- Send item writer inquiries, process item writing assignments, feedback, certificates, CME and awards
- Track and assist item writers in completion of online item writer course, prepare materials, group facilitation and complete all necessary follow-up activities.
- Build strong relationships with National Faculty and NBOME staff members to achieve required results
- Schedule, plan, prepare, facilitate and complete necessary follow-up work for Licensure Assessment Services Department meetings that are held throughout the year
- Prepare materials for Item Writer and committee meetings, and document and report results of meetings
- Assist in editing and proofing examination content prior to release for publication and during the publication process (including HTML files and review disks) assuring content is complete and accurate.

Qualifications:

- Must be able to work approximately 15-20 weekend days per year.
- Ability to be well organized and work effectively both as part of a team and independently.
- Ability to multitask, work in fast-paced environment and plan meetings.
- Exhibit high-quality proofreading skills and typing accuracy, strong written and verbal communication skills
- Knowledge of medical terminology preferred
- Proficient in MS applications including Access, Excel, PowerPoint and Word.

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