



Test Publishing Assistant

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

Summary of position:

The Test Publishing Assistant will be responsible for the preparation and packaging exam contents, internally for Test Development staff, and externally for test delivery vendors, to the extent possible using existing NBOME-developed test publishing tools and procedures. This individual will also conduct general and basic review of the incoming review packages by the test delivery vendors to ensure consistency with NBOME standards for designated examinations. The Test Publishing Assistant assists in the maintenance of the NBOME item bank including testing of all updates/upgrades. The Test Publishing Assistant also edits, and/or converts 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.

Responsibilities:

- Prepare and package contents for designated CBT examinations
- Conduct thorough reviews of the vendor review packages ensuring consistency with NBOME standards
- Maintain and test upgrades to the NBOME item bank
- Assist with processing incoming digital assets including quality assurance, image processing, file naming and conversion, and metadata creation
- Edit medical visuals to meet exam publication standards
- Help manage the flow and storage of all image assets

Qualifications:

- Some college preferred
- Proficiency with Microsoft Office
- Working knowledge of using HTML and XML to produce formatted material
- Basic knowledge of Adobe Creative Cloud, including Photoshop and Illustrator, (Premier a plus), and other digital imaging and sound software, as well as the use of digital hardware

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.