



Assistant Editor

Department: Licensure Assessment Services

PT/FT Status: FT

Location: Chicago, IL

Summary of Position:

The Assistant Editor will assist with all facets of item editing processes designated by their supervisor. The Assistant Editor will proofread items with statistics and ensure error-free content in line with procedures. The Assistant Editor will develop skills required for progression to Editor I in terms of item editing and facilitating on-site meetings with subject matter experts (SMEs). Tasks include, but are not limited to: editing, communicating with SMEs, participating in on-site item-writing workshops, assisting with department projects, and supporting editing activities in general.

Requirements:

- Develop editing skills required for progression to Editor I, including mastering the style guide, writing appropriate comments, and ensuring error-free text
- Screen items for language that may be perceived as discriminatory or offensive
- When needed, conduct research to verify item content
- Support editors in preparation and follow-up tasks related to item-writing workshops
- Provide support during workshops to SMEs and staff
- Learn to facilitate workshops and review meetings independently
- Present engaging short presentations to SMEs at workshops
- Support editing administrative functions as needed, including scheduling, emailing, and research
- Help maintain the editing team's shared resources, including the style guide, laboratory value repositories, and editing macros
- Submit items through the item bank when needed
- Superior attention to detail, typing accuracy, and proofreading skills
- Strong organizational skills and ability to multitask
- Excellent written and verbal communication skills
- Flexibility and a positive, team-oriented attitude
- Ability to learn and apply editing principles at a rapid pace
- Ability and desire to lead groups of SMEs in writing and review activities
- Proficient in MS Word, Excel, and Outlook

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.**