

### ROLE OUTLINE

The National Board of Osteopathic Medical Examiners (NBOME) is seeking a dynamic Assistant Editor to support 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.

**LOCATION: CHICAGO OFFICE**

**DEPARTMENT: LICENSURE ASSESSMENT SERVICES**

### RESPONSIBILITIES AND QUALIFICATIONS

#### Responsibilities:

- 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

#### Qualifications:

- Bachelor's degree and 2 years of editing experience is desired.
- Exceptional ability to be organized and work effectively both as part of a team and independently.
- Strong ability to multitask and work in fast-paced environment.
- Exhibit superior proofreading skills and typing accuracy, strong written and verbal communication skills.
- Proficient in MS applications including Access, Excel, Outlook, PowerPoint and Word.

### POSITION STATUS: FULL-TIME REGULAR EXEMPT

#### To Apply:

Please submit a resume summarizing your qualifications to Human Resources by email at [HRAdmin@nbome.org](mailto:HRAdmin@nbome.org). **NBOME is an E-Verify participant.** The NBOME is an Equal Opportunity Employer that complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. Applicants must be legally eligible to work in the United States.