

ROLE OUTLINE

The National Board of Osteopathic Medical Examiners (NBOME) is seeking a dynamic Test Publishing Assistant prepare and package 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 produced by the test delivery vendors.

LOCATION: CHICAGO OFFICE

DEPARTMENT: LICENSURE ASSESSMENT SERVICES

RESPONSIBILITIES AND QUALIFICATIONS

Responsibilities:

- Conduct thorough reviews of the vendor review packages to ensure consistency with NBOME standards for designated examinations, as directed by the supervisor and in conjunction with the needs of the Licensure Assessment Services Department.
- Prepare and package exam contents for designated CBT examinations, and to conduct reviews of the incoming test review packages.
- Assist in preparing technical documentations originated from Test Publishing to ensure they are precise, complete, understandable and useful.
- Conduct thorough reviews of the vendor review packages ensuring consistency with NBOME standards.
- Monitor the test publishing activities to ensure exam delivery schedules are met, pay full attentions to details to ensure product quality, and to use tools effectively to improve processes.

Qualifications:

- Bachelor's degree and 2 years of work-related technical experience in the electronic publishing industry is desired.
- Working knowledge of using HTML and CSS to produce formatted material is highly desirable.
- Ability to be well organized and work effectively both as part of a team and independently.
- Ability to multitask, work in fast-paced environment.
- Exhibit high-quality proofreading skills and typing accuracy, strong written and verbal communication skills.
- Proficient in MS applications including Access, Excel, 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. 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.