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| A Test Media Assistant edits, and/or converts all 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. The Test Media Assistant will also support Test Publishing through digital image manipulation and image asset management. This will include, but is not limited to, color-correction, retouching, and rendering. This is not a design role, but a supporting role that is mainly production based. |

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| LOCATION: CHICAGO OFFICE DEPARTMENT: LICENSURE ASSESSMENT SERVICES |
| Responsibilities:* 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.
* Recreation of ECG, fetal heart monitoring, pediatric growth charts, and other graphics.
* Edit other graphics (not exam materials) for the organization as needed.
* Maintain and update media files and associated metadata within the NBOME item bank.
* Support Test Publishing staff in various activities related to the publication of NBOME examinations.
* Edit and convert audio/video exam materials as needed.
* Help manage the flow and storage of all image assets.
* Other duties requested by supervisor or senior leadership.

Qualifications:* Some college preferred
* Minimum 1 year experience in graphic editing (video editing a plus)
* Superior technical 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 required
* Proficiency with Microsoft Office
* Working knowledge of HTML, XML, and CSS to produce formatted material preferred
* Experience with JavaScript, animation, and other forms of multimedia desirable
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| **POSITION STATUS: FULL-TIME REGULAR NON-EXEMPT** |

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| **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. |
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