

We are seeking dynamic individuals from diverse professional backgrounds to join our ever-growing team. We are a non-profit organization and leader among medical boards. We offer employees competitive salaries and generous benefits packages including health, dental, commuter and tuition reimbursement. Our offices are located in Center City, Philadelphia, within easy access to public transportation. Philadelphia is a hub for the medical, educational, and cultural community. We are a growing organization and have many new opportunities and have enlisted the assistance of Schuler Search Consultants to assist us.

EXAMINATION EDITOR

The Examination Editor is a full-time salaried staff member who has primary responsibility for the development and production of examinations and serves as staff administrator to test committees of nationally reputed physicians. Periodic travel (all within the continental United States or southern Canada) is required for meetings. The Examination Editor reports to the Vice President of Test Development.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The primary responsibility of the Examination Editor is to assist and advise test committees in constructing reliable and valid examinations. This responsibility includes several functions:

- applying principles of test construction and question writing to eliminate ambiguity, clueing, and other impediments to a fair test;
- editing questions for clarity, conciseness, accuracy, and adherence to style;
- maintaining records of question content and changes; and
- overseeing all phases of examination development and production for secure exams and selfevaluation of medical knowledge products (both SEPs and society-initiated)
- interpreting and discussing item statistics with committees

The Examination Editor uses the computerized item bank for editing/updating examination data.

The Examination Editor is responsible for the management of all aspects of exam development and maintenance, including:

- scheduling meetings with test committees,
- formulating question-writing and review assignments based on blueprint and item pool queries
- leading the editorial and production team for each exam and SEP
- managing and meeting development, production, and psychometric deadlines for each exam and SEP
- providing Psychometrics with needed information prior to exam assembly and after exam administration
- collaborating with Psychometrics on combined TD/Psych functions (pool analysis and maintenance, automated test assembly, and blueprinting)

The Examination Editor also serves as staff administrator to the test committees by acting as a liaison between committees and other Board staff and serving as the primary ABIM contact for staff from professional medical societies as appropriate. This function requires knowledge of policies and standards and may include preparation of reports and meeting summaries.

The Examination Editor may also develop new expertise and/or participate in special projects as needed.

These activities may include but are not limited to the following:

- assisting in the development of new assessment instruments or formats
- participating in the training of new Test Development staff members when appropriate
- participating in projects requiring expertise in new technologies (e.g., computer-administered exams, conversion to new item bank, automated test assembly, media/graphics used with test questions)

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to edit and to write clearly and concisely; familiarity with medical terminology is desirable but not required.

Professional attitude – excellent interpersonal and communication skills; ability to work well without close supervision and to accept full responsibility for quality of work; willingness to travel, to work extra hours and on weekends when necessary, and to assist other Test Development staff members as necessary.

Organizational skill – ability to pay meticulous attention to detail; ability to assess priorities, to adjust work schedules appropriately, and to meet deadlines; ability to manage multiple tasks for assigned exams that are concurrently in different stages of development or production.

Trustworthiness – commitment to maintain confidentiality of examination material.

TRAINING AND EXPERIENCE:

Undergraduate degree; experience in any professional or educational testing is strongly preferred; graduate degree in measurement or educational psychology is desirable but not required. Experience with PC-/Windows-based computer systems and basic word processing; familiarity with data base applications is strongly preferred.

Please send CV to: gshuler@schulercon.com. US candidates only.