



Psychometrician – Bloomberg Institute
Job Description
March 2010

Bloomberg Institute is an ambitious new education business created by Bloomberg Ventures, the venture arm of Bloomberg L.P.

Leveraging Bloomberg's exceptional set of assets in the finance world – prestigious brand, unique multimedia content, deep customer penetration – Bloomberg Institute plans on creating top quality, highly practical educational assets targeting both aspiring and existing finance professionals.

A key aspect of Bloomberg Institute's business plan is the creation of an innovative global standardized test that will target hundreds of thousands of students around the world.

We are looking for a full time psychometrician who will help us turn our vision into reality. Working directly with our Testing Director and based in our office in New York City's West Village, the psychometrician will take a leadership role in defining, researching and assessing Bloomberg Institute's testing instruments, ensuring they meet the highest quality and consistency standards upheld in educational and psychological measurement.

This is an exceptional opportunity for the right candidate to develop a global test from inception.

Key Responsibilities

The psychometrician will:

- Help gather detailed requirements from financial service employers and universities around the world, together with the Testing Director;
- Develop assessment specifications based on the above requirements;
- Create and analyze a validation survey;
- Train item writers on the requirements of the specifications;
- Ensure that all items are in accordance with the designated specification before field testing;
- Help set up field tests; analyze tests results;
- Supervise final review of test materials;
- Develop/review marking criteria;
- Research and evaluate technology for test development;
- Identify and manage all technical and research projects related to test development;
- Ensure adherence to applicable professional standards;
- Monitor regulatory and policy environment as it relates to the test, and alert management on any significant developments that may impact on test design;

- Assume overall responsibility for the psychometric quality of Bloomberg Institute's tests.
- Ensure a high standard of customer service by ensuring all documentation about the test programs is up-to-date and correct;
- Write documents about psychometric issues that can be understood by stakeholders such as employers and universities;
- Maintain relationships with, and be the primary point of contact with, key academic related bodies;
- Publish through relevant publication channels on test development and test evaluation.
- On an ongoing basis, identify research opportunities to improve the quality of the test instruments and manage the research projects.

Key challenges

- Fast-paced, demanding startup environment
- Managing complex program involving the creation of a brand new standardized test
- Specific nature of test leading to employment, rather than school admission
- International nature of business

Work environment

- Based at Bloomberg Ventures, 560 Washington Street, New York, NY 10014; no remote office arrangement
- Domestic and international travel required, particularly initially
- Competitive compensation; excellent benefits.

Candidate profile

Required:

- Degree in educational testing, psychology, statistics or a related field;
- Experience in supporting content specialists in their work of test development;
- Thorough knowledge of classic and modern test theory;
- Experience in handling large data sets;
- Experience using SAS, SPSS or R statistical computer packages;
- Ability to explain psychometric requirements to content staff;
- Excellent command of the language necessary to explain and report on technical test development issues in a wide range of publications, from dedicated journals to marketing collateral for a broader public.
- Excellent communication skills

Preferred:

- A PhD in Educational Measurement, Psychometrics, Statistics or a related field;
- Experience in finance and/or business testing;
- One or more international publications in peer reviewed technical journals.

Contact information: matt.turck@bloombergventures.com