**Lead Assessment Specialist, Test Publishing
Chicago, IL**

The American Dental Association is dedicated to promoting the public's health through its initiatives in research, education, advocacy, public awareness and the development of standards.

This position has responsibility for project management and oversight of the test development, test production, and test publication activities essential to the national, high-stakes admission, and licensure testing programs developed and implemented by DTS. This position provides direction and coordinates the activities of a team of Test Publishing Assessment Specialists, in collaboration with the Manager, Test Development and Lead Assessment Specialist, Meeting Facilitation. Team responsibilities include: maintaining databases containing examination questions (i.e., item banks) and corresponding stimulus materials (e.g. radiographic images, clinical photographs, and drawings that accompany questions); providing deliverables to test administration vendors for test publishing, often under tight timeframes; providing support for test construction team meetings; coordinating with DTS' research and development unit to ensure published forms adhere to established test specifications; facilitating external consultant activities for the development of test content; maintaining standardized procedures and quality assurance measures to ensure high-quality examination programs. This position represents the ADA and the governing bodies corresponding to examination programs, including the volunteers and consultants who contribute to these programs. This position requires attention to detail, the ability to balance multiple projects, coordinate the activities of others, plan, prioritize, and demonstrate excellent presentation, problem-solving, and analytical skills.

**Minimum Qualifications:**

* BS/BA and formal academic training in the testing field (psychometrician, educational psychologist, or industrial psychologist) and/or a certified project manager certification (PMP) with a minimum of **2 years** of experience supervising and mentoring staff, managing test development processes, management of examination item banks and/or managing multiple complex team projects in a fast-paced environment.
* If no formal academic training in the testing field and/or certified project manager certification, a minimum of **5 years** of experience is required.
* Must have the ability to foster a team environment.
* Must have the ability to build strong teams and serve as a role model for other team members.
* Must be able to balance multiple projects.
* Must be able to coordinate test development and test publishing activities with R & D and Test Administration units.
* Must be able to plan and prioritize.
* Must be highly attentive to details.
* Must possess excellent oral/written communication skills.
* Must have excellent presentation, problem-solving, analytical, and organizational skills.
* Must be proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

**Highly Desirable Skills:**

* Experience overseeing the development and publication of high-stakes examinations.
* Experience using item banking software.
* Experience working and collaborating with testing vendors (e.g., Prometric and Pearson VUE).
* Experience supervising and mentoring staff.
* Knowledge of dentistry and graphics/imaging software.
* Industrial/organizational psychology.
* Psychological measurement (psychometrics).
* Project management certification.

**Travel Required:**

* Yes. Less than 10%

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