

**NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC. (NCSBN)
OPEN POSITION ANNOUNCEMENT - JOB POSTING: #1100**

POSITION TITLE: Assessment Specialist, Examinations (Exam Publishing Associate)

STATUS: Full time / Exempt

LOCATION: Chicago, IL (Hybrid: 2 days/week on-site, 3 days/week remote)

ABOUT NCSBN

The [National Council States Boards of Nursing](#) (NCSBN) is an independent, not-for-profit organization through which nursing regulatory bodies act and counsel together on matters of common interest and concern affecting public health, safety and welfare, including the development of nursing licensure examinations. Our mission empowers and supports nursing regulators in their mandate to protect the public.

JOB SUMMARY

We are seeking a talented assessment developer to join our Examinations team. The ideal candidate will bring value to the team by leading NCSBN examination publishing activities that assure exam specifications and standards are met, including the Test Publishing Quality Assurance process (TPQA).

Reporting to the Exam Development Manager, the role will support the test development and publication processes for all NCSBN examinations, including linear exams, linear-on-the-fly testing (LOFT), and computerized adaptive testing (CAT), while working with the test vendor to develop and maintain publication schedules.

This role is an exciting opportunity for an individual with established test development experience who is looking to expand their assessment publication skill sets, while working for an organization committed to advancing nursing regulation and policy worldwide!

RESPONSIBILITIES

- Leads NCSBN examination publishing activities to ensure all exams (linear, LOFT, and CAT) are delivered according to exam specifications. Responsible for quality control of exam publications.
- Develops and maintains NCSBN standardized publication practices, including exam publication schedules with the test vendor.
- Supports the Test Development team to ensure item bank assessments reflect the availability and allocation of items to meet pool publication needs.
- Collaborates across teams, engage in effective communication, and provide expert input to ensure Examination Department success.
- Enhances exam publication expertise by staying abreast of modern exam publication trends and industry-standard approaches.
- Performs other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required.
- Minimum of 5 years of test development experience, including 2 years of assessment publication experience.
- Excellent written and verbal communication skills and have demonstrated ability to present material to and facilitate various groups.
- Must be detail-oriented.
- Ability to manage competing priorities to adhere to deadlines.
- Project management skills are a plus.
- Technology/Software Skills: Strong familiarity with the Windows operating system; collaboration tools (e.g. Teams, Zoom), familiarity with commonly used database tools, HTML language, and QTI file format.

TO BE CONSIDERED

Interested candidates must submit their resume as soon as possible and complete an application via this link: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=03db93ed-1b1c-4447-805d-a674958c23e6&cclid=19000101_000003&jobId=497760&jwId=SYS:JW:001&lang=en_US

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