

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

**POSITION TITLE:** Exam Publishing Associate I, Examinations

**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 exam publishing professional to join our Examinations team. The ideal candidate will bring value to the team by assisting the test development services related to the Examinations Department.

Reporting to the Exam Development Manager, the Exam Publishing Associate I will assist in the test development and publication processes for all NCSBN examinations, as well as assist in facilitating a collaborative relationship between NCSBN and the test vendor.

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 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 and 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; E-mail including attachments and hyperlinks; collaboration tools (e.g. Teams, Zoom), Microsoft Office Proficiency (specifically Excel, Word, and PowerPoint); 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. Candidates can submit their applications here: [https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=03db93ed-1b1c-4447-805d-a674958c23e6&cclid=19000101\\_000001&jobId=497760&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=03db93ed-1b1c-4447-805d-a674958c23e6&cclid=19000101_000001&jobId=497760&lang=en_US)

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