



Assistant Vice President, Performance Assessments & Development Systems

ACT, Inc. is inviting qualified candidates with experience managing large-scale assessments to apply for the position of Assistant Vice President, Performance Assessments & Development Systems. This position will be located at our national headquarters office in Iowa City, IA.

ACT is a not-for-profit, nationally recognized leader in educational and workforce assessment, research, and information services. Each year, ACT serves millions of people in elementary and secondary schools, colleges, professional associations, and government agencies. ACT programs and services have one guiding purpose: helping people achieve education and workplace success.

The Assistant Vice President will manage specific operations, finances, and personnel of the Assessment Innovations area in Development. Typical work-related activities include:

- Coordinate with staff, management, and customers to meet the responsibilities of the Performance Assessments area, including both the Performance Assessment Development department and the Performance Scoring Center.
- Coordinate with staff, management, and customers to meet the responsibilities of the Development Systems area, including both the Item Banking Unit department and the Technical Support group.
- Collaborate across ACT departments (e.g., Information Technology, Research, Operations, and Workforce) to define business requirements, improve efficiency and functionality of core services, and implement new systems.
- Take lead role in effective change management; effectively guide and facilitate the adoption and implementation of new core systems.
- Coordinate with senior management to ensure cooperative agendas are met.
- Represent the area on committees and advisory groups internal and external to ACT.
- Identify new products and services for ACT to consider and implement those approved.
- Provide overall leadership for the area's test development process and for the scoring of performance assessments.
- Monitor the appropriateness and cultural diversity of the testing materials.
- Coordinate with management to meet the expanding need for ACT's programs and services.
- Take responsibility for and monitor quality assurance processes used in test development and in the scoring of performance assessments and implement ways to make them more effective and efficient.
- Develop plans and procedures for integrating technology to improve test design, development, and scoring of performance assessments.
- Represent ACT at national meetings and forums and conduct workshops as relevant to the work of the area.
- Pursue collaborative partnerships with other organizations and agencies as they pertain to ACT's agenda.
- Facilitate effective communications.
- This position may require up to 20 days of travel each year.

Qualified candidates must have a Doctorate in educational measurement, psychometrics, or closely related field and at least 7 years of experience in the management of large-scale corporate initiatives, or the equivalent combination of education and experience. Finalist(s) for this position will be subject to a pre-employment criminal background check as a condition of employment.

To apply for this position, please visit ACT's employment website at www.act.org/humanresources and complete the online application.

ACT offers an attractive compensation/benefits package including health, dental, vision, and life insurance; generous vacation, holiday, and sick leave; 403B retirement program; tuition reimbursement; and relocation assistance.

ACT is an Equal Opportunity Employer and Values Diversity in People and Ideas.