

Test Development Manager

Job Description:

Prometric is seeking a leader for our growing test development team at our Corporate Headquarters in Baltimore, MD or at our office in St. Paul, MN. In this role you will be responsible for leading a team of skilled professionals, including psychometricians, statisticians, test content developers, meeting facilitators, editors, and data entry personnel who are instrumental in driving our continued domestic and international market growth. You will oversee a wide variety of test development activities such as job analyses, item writing, item editing, item review, exam assembly, exam review, psychometric analysis, standard setting, and various other client-facing activities, including meetings with clients. Managing staff, prioritizing and managing the extensive project pipelines, managing multiple projects simultaneously, successfully collaborating with various internal departments and external client groups, meeting deadlines, delivering results in accordance with Prometric standards, policies and procedures are some of the expectations of this role. The Test Development Manager reports to one of two Senior Test Development Managers. Duties may include:

- Manage a team of 8-15 skilled professionals
- Manage an extensive pipeline by monitoring workloads and assigning appropriate personnel
- Coordinate, prioritize and complete project activities within contractual timelines
- Ensure the quality of every work product produced in accordance with company and industry standards
- Contribute to proposal writing for new business
- Conduct job analyses, standard setting, item development, item review and other client-facing meetings
- Understand and communicate test development and psychometric findings and recommendations to a variety of internal and external audiences
- Become proficient on Prometric's internal, proprietary programs (including Prometric's item banking system)
- Provide alternative and flexible solutions to internal and external issues that impact project schedules and budgets
- Represent Prometric at professional conferences and/or

Required Education & Experience:

- A Master's Degree in Educational Measurement, Educational Statistics, Industrial/Organizational Psychology or a related field with a minimum of five years of experience.
- Requires excellent oral and written communication skills, outstanding interpersonal skills, well-developed analytical and problem-solving skills and excellent time management skills.
- Experience in supervising professionals.
- Must have demonstrated advanced proficiency with Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).
- Proficiency with standard statistical and psychometric concepts
- Some travel required.

Prometric (www.prometric.com) is the recognized global leader in technology-enabled assessment services, providing paper-and-pencil, Internet and computer-based testing solutions. It offers a fully integrated testing system that includes test development, test delivery and data management capabilities. On behalf of 600 current clients in the academic, professional, government, financial services, healthcare, corporate and information technology markets, Prometric develops and/or delivers assessments through a global network of testing centers in 132 countries as well as direct to candidates via the Web.

To Apply click the following link:

<http://prometric.Submit4jobs.com/index.cfm?fuseaction=85328.viewjobdetail&CID=85328&JID=90436&BUID=1715>