

Test Development Editorial Assistant

Professional Testing Corporation, a small credentialing company in midtown Manhattan, is seeking a test development editorial assistant to join its team. The primary focus of this role is to edit and proofread test materials, including items, tests, publications, statistical reports, and ancillary materials. Requires superior ability to edit, proofread, and interpret written material and to recognize, edit, and explain technical terms for various audiences. Must have attention to detail, excellent communication and organizational skills, and experience with computers. Travel to client meetings is required, including on weekends.

KEY RESPONSIBILITIES

- Edit and proofread a variety of test content and test-related materials in a wide range of subject areas.
- Ensure consistency of style and accuracy of content; deliver the highest overall editorial quality.
- Use references and online research tools to check and verify facts.
- Implement existing scopes of work, style guides, and departmental processes.
- Able to work independently and accurately as well as with multiple departments to meet deadlines.
- Maintain security of tests and ancillary materials.
- Develop strategies for prioritizing and completing all assigned responsibilities according to deadlines.
- Communicate effectively and efficiently with staff and clients.
- Prepare materials and test forms according to specifications, the development cycle, and schedule.
- Explain statistical reports to a variety of audiences.
- Act as the key point of contact between the company and assigned clients.
- Meet with subject matter experts to review and revise test materials.
- Travel for meetings with assigned clients.
- Contribute new ideas to improve work processes.

QUALIFICATIONS

- Demonstrate advanced English language skills.
- Exceptional grammar and editing skills.
- Excellent communication skills, including the ability to present clearly and concisely in writing and verbally with clients and staff.
- Proven ability to produce quality work with expedited timelines.
- Knowledge of medical terminology is helpful.
- Ability to travel to client meetings, including on weekends.

EDUCATION

A minimum of a Bachelor's degree in English or social services is preferred, with courses in psychology desirable.

Please send your cover letter, resume, and salary requirements to jrooney@ptcny.com.