

PSYCHOMETRICIAN

Summary Description

The Graduate Management Admission Council® is a not-for-profit education organization of leading graduate business schools worldwide, dedicated to creating access to and disseminating information about graduate management education. The organization sponsors the Graduate Management Admission Test® (GMAT®), used as part of the admissions process by graduate management programs around the world. Key near-term objectives of the GMAC® are to update the GMAT® and to diversify the company's product line.

This position is responsible for research and development activities designed to enhance the psychometric quality and integrity of current and future GMAC® products and services. The primary activity is to assure that the GMAT® testing program maintains the highest possible validity and reliability for all candidates. In that capacity, the Psychometrician assists in monitoring the psychometric characteristics of the GMAT® and conduct research aimed at better understanding the GMAT® and other predictors of academic success in graduate business education. This position also provides expertise and support to GMAC® as it advances the Council's mission and strategic agenda as it considers new graduate management assessments.

Primary Responsibilities

- Assist in the understanding of the GMAT® by analyzing characteristics of test items, item pools, item response data, and the results of simulation studies.
- Design and conduct research projects to collect evidence of validity and investigate the properties of the current assessment instruments.
- Design and conduct research designed to enhance the quality of graduate management admissions and assessments.
- Provide technical solutions to issues regarding validity studies.
- Monitor the GMAT® CAT operations on item exposure, item/pool use, and score quality targets.
- Provide technical responses to internal and external inquiries on GMAC® assessment products.
- Lead on projects in developing new assessment products.
- Provide mentoring support to junior members in the Department of Research and Development.
- Provide consultation to other departments on assessment and psychometric issues.
- Maintain currency with developments in the psychometric field, especially other large scale admission testing programs.

Minimum Qualifications

- Ph.D. in psychometrics or a related field.
- Two to ten years of post-doctoral testing work experience
- Track record of preparing a range of communication products, including scholarly publications, internal reports, and reports for non-technical audiences.
- Working knowledge and skills with a commercial statistical analysis package, such as SAS, SPSS, or S+.

Desired Requirements

- Experience in operating a testing program
- Demonstrated experience in analyzing large scale assessment data
- Skill with a programming language and SPSS.
- Ability to create a project plan and execute it, on time and on budget
- Ability to write and edit clear reports for a variety of audiences
- Ability to prepare and deliver effective briefings on complex and technical topics to audiences outside the testing community
- Ability to work across departments and functions and with people of varied professional & cultural backgrounds
- Willing to travel as needed to perform job functions
- Ability to think strategically, advocate a position, initiate and design projects, work independently and in groups, and prioritize and schedule activities.
- Ability to thrive in a rapidly growing organization.
- Experience handling sensitive and confidential data.

GMAC® values its highly talented employees and provides the ideal culture for innovative, motivated, and proactive individuals. We offer a superb work-environment, in addition to highly competitive compensation and a truly exceptional benefits package, featuring 100% employer paid health insurance, tuition reimbursement, a generous 403(b) retirement savings program, and much more.

We strongly prefer that all applications and résumé submissions be made through our online career center. <https://erecruit.gmac.com>. However, you may also e-mail/fax your résumé to: careers@gmac.com/(703) 245-4340. Please visit our website: www.gmac.com. There is no relocation allocated for this position

The Graduate Management Admission Council® provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability or other protected criteria, in accordance with applicable law.