**The American Registry of Radiologic Technologists (ARRT) is seeking a Registered Technologist with credentials in Radiography to join our team as an Exam Development Coordinator. This position is on-site in our St. Paul, Minnesota office as part of our Examination Requirements and Psychometrics Department.**

As Exam Development Coordinator, youll be an important part of the team that creates ARRT certification and registration exams. Using your technologist expertise, youll

Serve as project lead for select ARRT exams

Work with committees of subject matter experts in the development and evaluation of test forms

**Key Duties and Responsibilities**

**Examination Committees**

Help identify and recruit potential committee members

Assemble draft examination forms using questions from our item bank

Plan activities and organize materials for committee meetings

Facilitate committee meetings

Monitor exam development and item banking activities following meetings

**Item Development**

Part of our exam development process involves creating a bank of potential questions (called items) and assessing each items potential for inclusion on our exams. Your responsibilities in this area would include:

Help recruit item writers

Assist with item writer training

Edit all approved items prior to entry into bank

Monitor item bank (item codes, illustration, item comments)

Determine item and image needs and resource requirements

Facilitate individual and group review of items

**Production of Examination Materials**

Oversee preparation of computer-based testing forms

Proof read drafts of exam forms

Review final draft of forms in Compile and View

Review forms at the testing center prior to examinees seeing the form

**Examination Scoring and Reporting**

Periodically review item statistics, exam results, and examinee comments to ensure accuracy of passing scores and exam content

Prepare and/or review technical reports

Respond to letters and calls regarding score reporting

Recommend enhancements to scoring procedures and reports

**Exam Content and Eligibility Materials**

Periodically (~3 years) review and update examination content specifications with exam committees

Periodically (~3 years) review and update clinical requirements with exam committees

Ensure accuracy of content specifications and clinical requirements on our website and handbooks

Review and approve certain communication materials pertaining to assigned exam programs

Oversee periodic (6-9 years) practice analysis projects for assigned programs, including committee selection, survey development, data analysis, and report writing

**Ensure the Security of Examination and Items**

Youll be responsible for a range of tasks that help ensure the security of our exams and their questions. This includes taking precautionary measures to keep exam information secure and working with our Exam Security Coordinator in the event of a possible exam security breach.

If a security breach is identified, youll help determine if questions should be removed from the item bank and/or initiate republication of the specific examination form. In rare instances, you may be called upon to provide testimony in a court of law during copyright infringement litigation.

**Miscellaneous**

Help with ongoing quality improvement of exam development process and deliverables

Write, review or edit other ARRT documents as requested, including website material

Assist with or prepare memos and reports for the Board of Trustees

Assist with standard setting (scoring) studies, as needed

**Minimum qualifications**

Bachelors degree in healthcare

Graduate of ARRT recognized education program

Current certification and registration in Radiography (R)

**Preferred qualifications**

Five or more years of experience in radiologic technology education, training, or instructional coordinating

Registered Radiologist Assistant (R.R.A), Sonography (S) or additional ARRT certifications

**Review a** [**full job description**](https://www.arrt.org/docs/default-source/human-resources/exam-development-coordinator.pdf) **, which includes additional information on core competencies, skills and abilities, and physical demands.**

**ADDITIONAL INFORMATION** <http://www.arrt.org/about/jobs-at-arrt>

This position is onsite in our St. Paul, Minnesota, office. Relocation assistance may be available.

The Twin Cities (Minneapolis and St. Paul) is a vibrant and lively metropolitan area. It consistently appears on national lists of best places to live in the U.S., and we couldn't agree more. We're home to six professional sports teams, an impressive arts and theater scene, and numerous restaurants with James Beard-winning and -nominated chefs. We also have an abundance of lakes, trails, and outdoor activities, as well as dozens of higher education institutions within the metro area.

Apply Here: [http://www.Click2Apply.net/y4y5qt3643stwfr7](http://www.click2apply.net/y4y5qt3643stwfr7)

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