

## **Exam Development Engineer or Surveyor**

### **About NCEES**

The National Council of Examiners for Engineering and Surveying (NCEES) is a national nonprofit organization dedicated to advancing professional licensure for engineers and surveyors. NCEES staff members develop, administer, and score the examinations used for engineering and surveying licensure in the United States. We also promote uniformity of the U.S. licensure processes through services for our member licensing boards and licensees. We are proud to promote excellence in all we do.

### **Summary**

This position plans and manages the activities related to examination development, production, administration, scoring analysis, and reporting.

The Exam Development Engineer or Surveyor is an important contributor to NCEES, ensuring the highest standards are applied to the structure, content, and development of professional licensing exams.

### **Who you are**

We are looking for a motivated and conscientious licensed engineer or surveyor to collaborate with a team of professionals to determine and implement testing criteria and technology. Utilizing both an independent and a teamwork approach, you will actively lead teams of professional experts in engineering and/or surveying subject matter. You will serve as a technical and testing consultant for several of our 30+ engineering and surveying exams. In addition, you will manage the budgets and analyze examination performance. In doing so, you will directly develop engineering and/or surveying examinations that allow NCEES to advance its mission of public protection.

To succeed in this role, you must have strong communication skills, analytical skills, and excellent attention to detail. You will need planning and organizing skills and strong problem-solving skills. You must work well independently as well as with a team. You must also work well under pressure and meet deadlines. An individual licensed in both engineering and surveying is preferred.

### **Principal accountabilities**

- Manages and coordinates examination subcommittees/resource pool and serve as a technical and testing consultant.
- Works with examination committee chairs to ensure adequate quantity and quality of exam volunteers through selections and training.
- Manages the development of assigned examinations, including budgets and scheduling.
- Reports and analyzes examination performance.
- Manages and serves as a liaison with examination contractors.

- Supports investigations into exam irregularities and breaches.
- Provides customer support for state licensing boards, standing committees, and examinees.

### **Supervision**

This position is not responsible for the supervision of others. This position serves as a Project Manager for the development of assigned examinations.

### **Knowledge and experience**

- Bachelor's degree in engineering or surveying and at least 5 years of project management experience.
- Knowledge of modern testing methods, principles and statistics are a plus
- Strong analytical skills
- Strong verbal, written, and presentation communication skills
- Comfortable presenting to audiences
- Ability and willingness to work well with others in a team environment
- Willingness to travel up to 10% of the time
- Willingness to work several scheduled weekends

NCEES is committed to a diverse and inclusive workplace and to provide equal employment opportunities to all persons without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or military service.

The above statements are intended to describe the general nature and level of work required of this position. They are not intended to be an exhaustive list of all duties, responsibilities or skills associated with this position. While this job description is intended to be an accurate reflection of this position, management reserves the right to revise this or any job description at its discretion at any time.

Click [here](#) to apply.