



AMERICAN BOARD OF OTOLARYNGOLOGY-HEAD AND NECK SURGERY

POSITION DESCRIPTION

ASSOCIATE EXECUTIVE DIRECTOR

Reports to:

Executive Director

Position Summary:

The Associate Executive Director is a member of the leadership team at the American Board of Otolaryngology-Head and Neck Surgery (ABOHNS). In this role, you will be responsible for co-leading the creation of content of all exams, including certification, continuing certification, and in-training. You will work closely with ABOHNS staff, volunteers, and stakeholder societies to deliver high-quality exams on-time and to blueprint specifications.

Key Responsibilities:

- Train, guide and manage teams of remote exam content developers
- Manage and refine item development, assessment, review, and maintenance processes
- Develop and implement strategies and tools for optimizing item quality and output efficiency
- Recognize and communicate high-priority areas of content development
- Quality assurance and quality control of items and exam forms
- Reviewing and revising item writing guidelines, at least annually
- Foster relationships with subject matter experts

Qualifications:

- Diplomat of the ABOHNS in good standing
- History of volunteer service to ABOHNS, ideally including participation as a member of the Task Force for New Materials, or CPO Item Writing Committee, or Senior Examiner, or Director
- A proven track record for being detail-oriented with a demonstrated ability to self-motivate and follow through on projects
- Exceptional written and verbal communication skills, and comfortable presenting in large groups
- Exceptional interpersonal and teamwork skills
- Adept problem solver with strong judgment and decision-making skills
- Able to manage/prioritize time, remain organized, and be committed to timeliness
- Working knowledge of psychometric theories related to item development and analysis
- Flexible to attend evening conference calls and videoconference meetings
- Available to attend two Board of Directors meetings each year (in-person or virtual)

Additional Information:

Work Hours

- Average 8 hours per week (0.2 FTE)

Work Location:

- This position can be performed remotely

ABOHNS is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.