

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 and support the administration and scoring of all the national 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.

ABOUT OUR POSITION

This position manages the activities related to examination development, publishing, 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 national professional licensing exams.

WHAT WE ARE LOOKING FOR

We are looking for a motivated and conscientious licensed engineer and/or surveyor to collaborate with a team of professionals in the development of national licensing examinations. Using both an independent and a teamwork approach, you will actively lead committees of subject matter experts in engineering and/or surveying. You will serve as a technical and testing consultant for several of our 30+ engineering and surveying examinations. In addition, you will manage the budgets and analyze examination performance for each of the examination development committees that you are assigned. Your work as an Exam Development Engineer or Surveyor will 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 strict deadlines. An individual who is dually licensed in both engineering and surveying is preferred.

PRINCIPAL ACCOUNTABILITIES

- Manages and coordinates examination development committees and serves as a technical and testing consultant.
- Works with examination development committee chairs to ensure adequate quantity and quality of subject matter experts through selections and training.
- Manages the development of assigned examinations, including budgets and scheduling.
- Reports and analyzes examination performance as required.

- Manages and serves as liaison with examination consultants.
- Supports investigations into examination irregularities and breaches.
- Provides customer support for state licensing boards, NCEES oversight 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 8 years of related experience
- Licensed as a professional engineer and/or surveyor in any US state or territory
- Knowledge of modern testing methods, principles, and statistics
- Strong analytical skills
- Adept computer skills and proficient with technology
- Strong verbal, written, presentation, and communication skills
- Comfortable presenting to audiences, virtually and in person
- Ability and willingness to work well with others in a team environment
- Willingness to travel up to 10% of the time
- Ability and willingness to work several scheduled weekends

OUR WORK ENVIRONMENT

Named a *Best Places to Work in South Carolina* for a third consecutive year, NCEES offers a casual environment where we work hard and have fun together.

We are dedicated to the growth and development of our staff. This position offers a competitive salary, based on experience. We also offer a **full benefits package** including **medical, dental, vision, disability and life insurance, a generous 401(k) plan, paid holidays, flexible paid time off (PTO), quarterly staff events, onsite gym, gym membership reimbursement, birthday and anniversary awards, wellness programs, and more.**

To apply for this position, please visit the [NCEES Career Center](#) to complete the application and submit your resume.

(For direct access to the NCEES Career Center, copy and paste the following URL into your browser's address

bar: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=0c7b8383-a701-4be9-b8db-d80a83d39176&cclid=19000101_000001&lang=en_US)