

Call for Nominations: NCME Website Content Editor

The NCME Publications Committee is soliciting nominations for the content editor for the NCME Website. This individual will be responsible for the content appearing on the website between December 2010 and November 2013. The NCME Publications Committee in collaboration with the NCME Website Management Committee will screen nominations. These committees will offer a slate to the president who, in turn, makes a recommendation for appointment to the NCME Board of Directors.

The purpose of the NCME website is to assist NCME in fulfilling its mission to advance the science and practice of measurement in education. Thus, the website is to provide support to NCME members related to their involvement in the organization, as well as to provide resources for members and non-members of NCME who have interests in technical and policy issues related to educational measurement. A general description of the Website Content Editor's position, including responsibilities and qualifications, follows this call.

If you are interested in this position or if you would like to nominate a colleague, please contact Mark Gierl, Publications Committee Chair by email, mark.gierl@ualberta.ca. If you would like more information about this position, please contact Kris Waltman, Website Management Chair by email, kris-waltman@uiowa.edu, or by phone: 319-624-6024.

Deadline for nominations is August 31, 2010.

NCME Website Content Editor: Job Description

General Description of Position

- 3-year term
- Reports to the NCME Board through the Publications Committee
- Assisted by a *Website Advisory Board* for ensuring that the website meets the needs of the organization. This Advisory Board is to include the Board Liaison to the awards committees in addition to the chairs or representatives from the following eight committees: Membership, Recruitment, Outreach and Partnership, Diversity Issues and Testing, Graduate student Issues, Standards, Annual Meeting Program, and Training and Professional Development.
- Assisted by a *Website Editorial Board*, selected by the editor, for evaluating the relevance, accuracy and appropriateness of measurement-related content
- Assisted by the *Webmaster*, who is responsible for ensuring that the web servers, hardware and software are operating accurately; designing the website; generating and revising web pages; and examining traffic through the site
- Collaborate with the *Website Management Committee* and *Webmaster* on issues related to organization, functionality and design, procedures, and budgetary issues
- May enlist the assistance of associate editors
- Possible to support the position with up to \$10,000 per year

Responsibilities

- Work with members of the NCME Board of Directors, the *Website Advisory Board*, and other NCME editors to evaluate suggested messages or topics to include on the website
- Prepare an annual plan for the development, placement, and review of new content for the website
- Identify relevant content to feature on the site and commission NCME members in the development of this content
- Write and/or edit copy for the entire site
- Appoint and utilize the *Website Editorial Board* for evaluating the relevance, accuracy and appropriateness of measurement-related content submitted for posting
- Work with the *Website Advisory Board* to review and update content

Qualifications

- Ability to collaborate and negotiate with all levels of individuals within the organization
- Demonstrated writing, editing, and proofreading skills
- Expertise in creating voice and style guides, and tailoring content to appropriate audience segments
- Strong organizational skills and keen attention to detail
- Experience in editing websites (desirable but not required)