Job Description: Senior Specialist, Learning Product Design

The Association of American Medical Colleges (AAMC) is seeking a Senior Specialist, Learning Product Design for MCAT Preparation Products. This position is responsible for the instructional design and development of online practice tests and question sets for the MCAT exam and is the primary point of contact for the vendor for these materials. This position is also responsible for project management of the design, development, and launch of online practice tests and question sets. Finally, this position supports the existing portfolio of MCAT practice products.

Responsibilities:

- Create online practice products that simulate the MCAT exam, while introducing new creative options for reports.
- Develop and manage complex project plans to ensure timelines, budget, and quality goals are successfully achieved.
- Work with primary practice test vendor to monitor, develop, and launch products.
- Conduct needs analysis for MCAT practice tests and question sets. Suggest and implement new design options, feedback information, and reporting, based upon customer response.
- Create and monitor test specifications for technical requirements, screen interface, and functionality alignment.
- Complete editing, proofreading, quality control, and proof review for practice products.
- Develop SOW and contracts for developing practiced products with outside vendors. Shepherd the contract through procurement and legal review.
- Coordinate the technical implementation of new practice products with internal teams and external contractors.
- Respond to user and vendor inquiries about test prep materials and manage information provided to customers by internal teams and vendors.
- Maintain up-to-date product information on the e-MCAT Practice website, AAMC website, and other outreach resources.
- Develop and update policies related to product development and usage.
- Manage item challenges and make necessary changes.
- Review and recommend necessary product accessibility checks.
- Ensure accommodations policies are maintained and work with administration team to address student test preparation accommodations needs.

Note: This person will not write items for the practice materials.
Qualifications:

- Bachelor’s Degree required, Master’s preferred in education, psychology, or sociology with coursework in higher education, instructional design, instructional technology, or pre-health studies.
- Minimum of 5 years’ experience in related field
- Specialized knowledge of adult learning theory
- Intermediate instructional design or intermediate experience in online education/course design
- Advanced oral and written communication skills
- Intermediate experience working with databases

If you are interested in applying, please send in your application through our careers page on our website, www.aamc.org, or contact Kari Lebowitz directly at klebowitz@aamc.org or 202-862-6096.