

BUROS CENTER FOR TESTING

GRADUATE ASSISTANTSHIP AVAILABLE

Summer 2025 and Academic Year 2025-2026

The Buros Center for Testing anticipates the availability of one graduate assistantship to assist in the preparation of materials for the publication of various Buros Center products including *The Mental Measurements Yearbook*, *Tests in Print*, and *Pruebas Publicadas en Español: An Index of Spanish Tests in Print*. Very careful, accurate work is a critical requirement for the position, which will require 19.6 hours of work per week. An assistantship is available for summer 2025 and for the 2025-2026 academic year. Preference for the summer session will be given to students who are also applying for the academic year.

Job Responsibilities

- Writing test descriptions
- Fact checking test reviews
- Staffing the Buros library and assisting library patrons
- Using databases to verify reviewer references
- Other duties as the Buros Center's publication schedule demands

Required Skills/Experience

- Excellent writing and communication skills
- Basic familiarity with tests and/or measurement
- Experience accessing professional literature
- Good team player and strong work ethic

Desirable Skills/Experience

- Computer literate on Mac
- Familiarity with APA style
- Experience with library use
- Familiarity with basic statistics and measurement principles
- Experience with relational databases and InDesign applications
- Superior problem-solving skills

Application deadline is March 14, 2025. Applications must be submitted electronically. Only complete applications will be considered. A complete application consists of (a) an updated curriculum vita or resume, (b) a letter of interest/introduction, and (c) names and contact information (email addresses and phone numbers) for three professional references. Submit all materials to Nancy Anderson at nanderson@buros.org. Finalists may be asked to submit a writing sample and to interview in person. For more information, contact Nancy Anderson (402-472-1739).

Note: In order to qualify for a graduate assistantship, you must be currently accepted in an approved graduate program. There are certain enrollment restrictions as specified by the graduate college.