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# Careers at ETS

Your expertise. Our strength. Join us in our mission to advance quality and equity in education.

[Search Job Openings](#)

At ETS, we recruit people who love learning and teaching and strive to maintain the highest standards in the field of education. The professional challenges are rewarding and endless.



Learn new skill sets, programs and applications



Develop groundbreaking products and services



Work with preeminent scholars, researchers and policymakers

## If you share our commitment to education, there's no better place for you than ETS



### Our Culture

Your contributions are welcomed, and your innovations nurtured. We respect differences of opinion and strive for work-life balance.

[Learn More](#)

### Total Rewards

Enjoy a broad range of rewards including compensation, benefits, performance awards and professional development opportunities.

[Learn More](#)

### Internships

Contribute to the field's advancement and innovation

### Scoring Job Opportunities



advancement and innovation through your involvement in our programs.

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Work part-time as a Constructed Response Scoring Professional for ETS.

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### A leader in accessibility and accommodations

ETS is an Equal Opportunity and Affirmative Action Employer of Women and Minorities.

ETS is an Equal Opportunity and Affirmative Action Employer of Protected Veterans and Individuals with Disabilities.

ETS is a drug-free workplace.

Please [view our Equal Opportunity/Affirmative Action Policy](#).

ETS provides reasonable accommodations and/or assistance to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and/or hiring process, please contact ETS's Recruiting Department at [TA@ets.org](mailto:TA@ets.org).

A Recruitment team member will contact those with accessibility issues or requesting accommodations within two business days to provide assistance and/or the information being sought.



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## Internships

As the global leader in our field, we understand the importance of advancing assessment and shaping innovative measurement in the 21st century. Our interns contribute to the field's advancement and innovation through their involvement in our programs.

ETS internship programs provide:

- entry-level portals into our organization for potential employment
- learning and development opportunities
- an opportunity to gain practical work experience and exposure to the work done at ETS across our strategic business units and functional centers of excellence.

All internship programs offer paid 6- to 12-week assignments depending on the area to which you're applying. Interns are also offered opportunities to attend professional development seminars, and some programs provide housing or housing assistance if needed. Opportunities are typically posted in January.

### Corporate Internship Program

For undergraduate and graduate students. Work on a business-driven project with a staff mentor in Marketing and Public Affairs, IT, Project Management, Engineering, HR, R&D or NAEP.

### Assessment Development Internship Program

Work with our assessment development team to review and create items for ETS tests.

### ELL Internship Program

Prepare test materials for TOEFL®, TOEIC® or K-12 English-language Learning (ELL) assessments.

# Reading Management System (RMS) Internship Program

Work within the RMS to help capture constructed scoring responses for the 2.7 million students who take the AP® exams.

[Explore Internships](#)

## Internship and Fellowship Programs in Research for Graduate Students

Interested in research opportunities? Our R&D program seeks graduate students enrolled in a doctoral program who want to carry out innovative and impactful R&D projects.

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## Our Culture

We recruit and promote people who love learning, teaching and doing for others. Whether you're just starting your career or pursuing new and more challenging goals as a seasoned professional, you'll find a rich history, diversity and respect for the scientific process along with endless career opportunities.

### Mission Driven

We support opportunities for all learners, including those of our 2,500+ employees. Learn more about our mission.

[Learn More](#)

### Education Focused

Employees support learners, contribute to our mission and expand opportunities for all. Read about our focus on employee education.

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### Diversity

ETS actively recruits a diverse staff that reflects the world we live in. Discover our commitment to diversity.

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### Veterans

ETS is committed to supporting our veterans and active Guard and Reserve members. Explore the ways we help veterans and active military advance their careers.

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## Mission Driven

Our mission is to advance quality and equity in education by providing fair and valid assessments, research and related services. Our founders envisioned an organization devoted to making fundamental contributions to the progress of education through educational research and analysis. Today, we evaluate, produce and disseminate information that:

- advances the measurement field
- focuses on narrowing achievement gaps
- delivers the highest quality assessments that provide meaningful and actionable information for test takers, clients and other score users

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## Education Focused

When you join our organization, you'll build a career with diverse, talented and innovative colleagues who do much more than just develop tests and evaluate results. Our employees also:

- help support the education community
- contribute to ETS's mission
- expand opportunities for all learners — including themselves

Professional development and advancement are highly valued and actively cultivated. Our staff is encouraged to take advantage of:

- self-development and mentoring programs
- one-on-one performance evaluations
- graduate fellowships
- tuition reimbursement
- professional conferences
- virtual learning offerings

We'll support you as you improve, expand and use your knowledge, skills and abilities to the fullest extent.

Learn more about the opportunities available to you as an ETS employee.

[Career Development](#)





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## Diversity: A Commitment to Our Mission

We believe a diverse staff promotes the range of viewpoints and perspectives that best serve test takers and score users and supports our mission to advance quality and equity in education for learners worldwide, regardless of their background or circumstances.

Our executive leadership and Board of Trustees have demonstrated their commitment to diversity as a strategic asset through policies and practices that ensure ETS's services, products, programs and outreach initiatives embrace differences relating to race, ethnicity, age, culture, gender, faith, national and regional origin, disability, sexual orientation, family status, educational level and background, and employee status and function.

ETS is an Equal Employment Opportunity employer. [View our Equal Opportunity/Affirmative Action Policy.](#)



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## ETS Supports Veterans

We hire and support veterans as well as active Guard and Reserve members, and recognize their contributions. We value our military employees and the excellent skills, attitudes and work ethic they bring. View [ETS's Affirmative Action Policy for Veterans and Persons with Disabilities \(PDF\)](#).

### Career advancement

ETS works with the U.S. Department of Veterans Affairs to ensure that our employment positions are posted on the [U.S. Department of Veterans Affairs website](#). In addition to job listings, the department website also offers career advice, resources for families of veterans, information about training events and more.



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## ETS Total Rewards

Our employees enjoy a broad range of benefits — known as ETS Total Rewards — that include compensation, medical and retirement benefits, work-life balance support, performance awards and professional development opportunities.

### Compensation

Compensation begins with a competitive base salary. Employees who contribute to the success of the company through hard work, ideas, enthusiasm and results are awarded above their base salary.

We use compensation to attract key talent and reward the values, behaviors and contributions that drive business results. Employees contribute to the success of the company through their hard work, ideas, enthusiasm and results and are competitively compensated.

ETS offers:

- competitive base salaries
- variable compensation opportunities, including the Performance Sharing Plan (PSP), Presidential Awards and Spot Awards
- premium pay for non-exempt employees

### Benefits



ETS's benefits package is one of the most competitive in the industry, and it allows employees to customize their benefits plans to meet their needs.

Our scope of benefits include:

- **Health coverage** — medical, dental, vision and flexible spending accounts
- **Retirement plans** — 403(b) and 401(a) retirement plans
- **Insurance coverage** — group term life insurance, dependent life insurance, accidental death and dismemberment insurance, short- and long-term disability
- **Voluntary insurance** — legal plan and YouDecide® Voluntary Benefits
- **Paid time off** — paid time off for vacations, holidays and personal business
- **Funeral leave and jury duty** — paid time off for employees who experience the death of an immediate family member and paid leave for jury duty
- **Community service hours** — up to 8 hours of paid time per year for volunteering opportunities
- **Leaves of absence** — bereavement, family, military, medical and personal leave

## Work-life balance

ETS encourages all employees to balance work, family and involvement in their community and provides a full range of services and support — from flex-time arrangements and health and wellness programs to community volunteer opportunities.

We're proud to offer services, resources and support systems to help employees achieve a sense of work-life balance.

- **Hours and scheduling** — Employees may be eligible for flexibility in scheduling and work hours to help resolve short-term personal issues.
- **Relocation assistance** — This package includes transportation for the employee and dependents, moving possessions and many incidental expenses associated with moving.
- **Tuition assistance** — Eligible employees qualify for generous tuition assistance.
- **Health and wellness program** — We offer programs promoting health screenings and nutritional counseling, plans helping to cope with stress, financial planning and more.
- **Student debt and loan refinance program** — Eligible employees may qualify for a company-funded payment toward their higher education loan.
- **Emergency back-up care program for children and adults** — Administered by Bright Horizons®, this program will help employees get to work when they have caregiver challenges.
- **Community involvement** — We host and participate in dozens of community service projects throughout the year.

## Performance & recognition

Employees are recognized for showing extraordinary effort, achieving stellar performance and reaching career milestones and receive feedback on performance through one-on-one meetings with their managers, performance reviews, team evaluations and more.

## Performance

Manager/employee meetings, performance reviews, after-action reviews and goal-setting sessions help set clear expectations and metrics for evaluation.

## Recognition

We appreciate the efforts employees make and reward outstanding results with:

- **Presidential Awards** — significant rewards for substantial contributions to business results.
- **Spot Awards** — awards for individual or team achievements, milestone accomplishments within a longer-term project, or contributions to business results throughout the year.
- **Research & Development Awards** — awards that recognize career accomplishments, inventions and innovations, and achievements that advance the fields in which ETS works.
- **Recognition of Long Service** — gift certificates and appreciation events for employees who have at least 5 years of service at ETS.

## Career development opportunities

ETS seeks out and promotes people who love learning, teaching and doing for others. Whether you're just beginning your career or aiming for a higher goal, you'll find a wealth of opportunity at ETS.

We're committed to helping all employees acquire, transfer and use the knowledge, skills and abilities they needed for success through:

- **Learning opportunities**, including a new-hire onboarding program, on-the-job learning, and access to virtual learning, self-development resources, ETS Library and ETS's Toastmasters program.
- **Professional development coaching**, such as leadership training, collaboration with resident experts, access to information networks and informal mentoring programs.
- **Career advancement opportunities** providing experiences in other parts of the company to our managers and employees to broaden their knowledge, skills and abilities.
- **Professional organizations** enabling employees to stay on top of industry trends, network with other professionals and hone their craft.
- **Role-specific certifications** such as Project Management Institute (PMI) and Six Sigma certifications.



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## Scoring Job Opportunities

Thank you for your interest in working as a constructed-response scoring professional for ETS.

We offer part-time employment for Readers for the College Board's Advanced Placement® (AP®) Program or other testing programs, and/or Raters associated with ETS's TOEIC®, TOEFL®, Praxis® and GRE® programs. Work schedules are varied and cyclical throughout the year, depending on the number of test takers and test administrations.

Constructed-response scoring professionals evaluate samples of performance such as written short answers or essays, spoken responses and portfolios. Work takes place online and at scoring sites throughout the United States.

[Submit a Job Application](#)

Learn more about our scoring job opportunities.

### AP Scoring

Learn about the AP scoring process, see the scoring calendar and find answers to frequently asked questions.

[Learn More](#)

### Online Scoring

Find out how you can score test-taker responses remotely.

[Learn More](#)

### Onsite Scoring

Find out how you can score test-taker responses onsite.

[Learn More](#)



### Are you an existing ETS rater or reader?

Log in to your systems or get help signing in if you're having trouble.

[Learn More](#)



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## AP<sup>®</sup> Scoring Opportunities

[Apply to be an AP Reader](#)

Advanced Placement<sup>®</sup> (AP) Readers evaluate and score AP students' free responses, ensuring that high school students receive AP grades that accurately reflect college-level achievement in a specified discipline.

Each year in June, high school teachers and college faculty from around the world gather across the United States to participate in locations onsite, as well as to score online from home. During the AP Reading, Readers will:

- exchange ideas and experiences, as well as build friendships with a network of high school teachers and college faculty.
- score exam responses from AP high school students, with opportunities to score exams online from home.
- learn to apply a rubric consistently, which provides valuable knowledge for scoring their own students' essays back in the classroom.
- get compensated for training and scoring. Expenses, meals, and lodging are also covered for Readers who travel to a Reading site.
- earn Continuing Education Units (CEUs) and Professional Development Hours (PDHs).



Reader positions are available based upon test-taker volumes. Submitting an application does not automatically constitute your employment as a Reader. ETS (Educational Testing Service) reserves the right to withdraw an invitation prior to the scheduled AP Reading session based upon business needs.



**NOTE:** If your application has been approved and you were hired by ETS within the past 6 years with an active status, or you are currently an existing AP Reader with an active status, there is **no need to reapply**. To check your status please contact [APReader@ets.org](mailto:APReader@ets.org).

AP Readers will score student responses at Reading sites and from home. All onsite Readers must be able to work at the Reading event for 7 consecutive days. Readers scoring from home can work flexible schedules during the 7-day Reading period; however, they must attend mandatory training on the first day of the event.

Qualified applicants in subjects with a high need for Readers have a greater likelihood of being invited to the Reading event in the year they apply.

It is not unusual to be invited to the Reading event in one year and not the next, especially in subjects where the Reader pool is deep. New or existing AP Readers in subjects with deep Reader pools may have to wait several years before receiving an invitation to the Reading.

View [frequently asked questions on AP® Scoring](#) or see the 2024 [AP® Reading schedule](#).



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## Online Scoring

The Online Network for Evaluation (ONE) is ETS's proprietary software application that enables Raters to score test-taker responses and/or other submitted work via secure internet access. Raters typically score from their homes or offices, in accordance with ETS guidelines. Online scoring sessions may occasionally be conducted at regional sites.

The process for each testing program includes:

- **System Training** — using online learning modules and quick reference guides. This training is generic and does not need to be repeated for each program or test.
- **Content Training** — using online training sets or possibly scored on paper.
- **Certification** — after completing the required certification test(s) online with successful results.
- **Scheduling** — certified Raters enter their availability for open scoring sessions via the ETS online scheduling system. Schedules are confirmed by ETS based on the overall availability of Raters and scoring volumes. This process is also used to schedule prospective Raters for training and certification.
- **Calibration** — most programs require Raters to take calibration test(s) daily prior to scoring.
- **Scoring** — using online scoring application with access to prompt support materials.
- **Mentoring** — on prescribed application of rubrics and testing program standards is provided by ETS Scoring Leaders throughout each scoring session via online feedback and other means of communication.

To certify and score using the ETS Online Scoring system, prospective Raters must have computer equipment that meets the minimum hardware and software requirements.

[View Online Scoring Opportunities](#)

Also, please read [Frequently Asked Questions About Online Rater/Scoring Professional Programs](#).



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## Onsite Scoring

Thank you for your interest in working as a constructed-response scoring professional for ETS. Constructed-response assessments are scored both onsite and online. At this time, the Advanced Placement® (AP®) Program is the only onsite scoring opportunity for which we are accepting new applications.

[View AP Scoring Opportunities](#)

Also, please read [Frequently Asked Questions About Scoring at an AP Reading Site](#).



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## 2023 ETS Virtual Summer Institute

Thank you for your interest in the ETS Virtual Summer Institute. The ELL group in the Assessment and Learning Technology Research & Development division of ETS expect to hire three summer associates for 2023. The test development work is intellectually challenging and rewarding.

### Position overview

You'll produce materials for large-scale, high-stakes standardized tests of English-language proficiency. You'll work on the TOEFL iBT® Writing test, which is taken by nonnative speakers of English who are planning to apply to a college or university in an English-speaking country.

The work will include:

- identifying suitable online sources for developing complex writing tasks
- developing scenarios that allow candidates to demonstrate their writing skills
- composing reading passages and lecture scripts pitched at the appropriate level of difficulty for testing nonnative speakers

### Job details and schedule

- **Position type:** Paid. You will receive competitive compensation.
- **Location:** Remote
- **Job duration:** July 10, 2023–August 18, 2023 (6 weeks)
- **Schedule:** Monday–Friday, 8:30 a.m.–5 p.m. U.S. Eastern Time

### Deadlines

- **Application deadline:** January 30, 2023
- **Notification of decision:** March 30, 2023

## Job requirements

ETS is actively seeking candidates who can bring diverse experiences and perspectives to the item development work. The ETS Summer Institute workforce includes people from a variety of backgrounds, such as undergraduate students, graduate students, teachers, professors, department heads, professional writers and other working professionals.

To be eligible for this position, you'll need to have completed some undergraduate work and have:

- excellent writing skills
- strong English speaking skills, and knowledge of English grammar and vocabulary
- analytical skills
- attention to detail
- receptiveness to other perspectives

You'll need a very high degree of fluency in English, but you don't need to be a native speaker. While not required, experience in a business setting (including remote settings), as well as a background in second-language learning is preferred.

Additionally, you should be able to:

- work well individually and collaboratively
- accept constructive feedback
- manage your time effectively to meet targets

## U.S. work authorization visa

You'll need to have appropriate authorization to work in the United States. If you don't currently have U.S. work authorization, you may be able to apply for a CPT or an OPT work authorization visa if enrolled at a U.S. university; check with your university's international student services office or program coordinator for eligibility *before* applying to the ETS Summer Institute. CPT visas can usually be acquired quickly, while OPT visas typically take longer. If you need a CPT or OPT visa, you should apply for one immediately upon accepting our offer.

## How to apply

To apply to the ETS Summer Institute follow the steps below:

### 1. Complete a work sample

Follow the instructions to create a work sample for TOEFL iBT Writing test.

- [TOEFL iBT Writing work sample \(PDF\)](#)
- [TOEFL iBT Writing source material B \(PDF\)](#)

### 2. Create or log in to your [ETS application account](#)

If you don't already have one, create an ETS application account. Then log in and fill out or update the required data.

### 3. Upload your cover letter, resume or CV, and 2023

## work sample

Your cover letter, resume and work sample should be in Word documents. Make sure you change the filenames of your documents per the instructions below before uploading them.

- **Cover letter filename:** [First and last name] Cover 2023
- **Résumé or CV filename:** [First and last name] CV 2023
  - Ignore the instructions to paste the contents of your résumé or CV into the résumé field — upload a copy instead.
- Documents which are not properly named will not be reviewed. If the application system changes the name of your document, that is okay.

Upload each document only once. You won't immediately be able to see that they were uploaded. Log out and log back in to check whether your documents were successfully uploaded.

If you submitted an application in the past, your old documents will still be attached to your account; you can't remove them. Upload your most recent versions; we'll only look at versions that contain "2023" in the title.

Be sure to complete the application process by January 30, 2023. We select applicants primarily on their performance on the work samples. Work samples will be evaluated in February and March, and you'll be notified of your status by March 30, 2023.

## Testimonials

Learn what previous summer associates think about the program.



*I really enjoyed the flexibility of the Virtual Summer Institute since I was able to participate from the West coast. I think for the most part, the institute went really smoothly, and I appreciate the amount of thinking and planning that went into it.*

Maria K., 2022



*Great! I learned a lot and found the work intellectually stimulating and interesting. I appreciate all the guidance from the SI Team, Trainers, and Mentors.*

Danielle S. 2022



## Contact us

If you have questions concerning the work samples or your application to the Summer Institute, please contact Strategic Staffing Consultant [Rachel Dortch](#).





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