ANNOUNCES AN OPENING IN ACADEMIC AFFAIRS
HEALTH SCIENCES DIVISION/ALLIED DENTAL EDUCATION

POSITION: CLINICAL SUPPORT SPECIALIST

DESCRIPTION OF DUTIES:
Responsible for assisting with the coordination of the clinical operations of the College’s Dental Assisting/Dental Hygiene on-campus clinic. Provide the highest level of customer service by greeting internal and external customers, answering telephone calls and resolving patient concerns. Assist with the technical and operational aspects of the clinic, to include maintaining emergency equipment and clinic computers. Ensure accurate recording of student clinical data, patient charts and clinic forms. Monitor and maintain accurate records regarding Faculty and Adjunct licensure and CPR certifications. Assist with maintaining the screening book for patient scheduling. Train and assist students regarding the use of Eaglesoft. Assign students to weekly clinical duties. Monitor and ensure the sterilization of clinical supplies and equipment. Maintain inventory of clinical supplies and materials including, but not limited to: ordering, receiving and storing. Assist with overseeing the operation of the dispensary to include radiography assignments. Maintain and repair clinical equipment. Perform other duties as assigned by the Program Director and/or Division Dean. Regular attendance is an essential function of this position. The hours may vary between 7:00 a.m. and 5:00 p.m., Monday through Friday. May require some evenings and weekends. This position is subject to random drug testing as set forth in the College’s Policies and Procedures Manual.

MINIMUM QUALIFICATIONS:
High school diploma or equivalent. Two years clinical dental assisting experience. One year supervisory experience. Accurate typing, proofreading and editing skills. Excellent verbal/written communication, interpersonal and organizational skills. Ability to maintain the highest degree of professionalism and the strictest of confidentiality at all times. Proficiency with computers and MS Office (Word, Outlook, Access and Excel). Light carrying up to 10 lbs and light lifting up to 10 lbs required. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

DESIRED QUALIFICATIONS:
Associate’s Degree in a health discipline or related area. Certified Dental Assistant (CDA) credential. Three years hands-on experience in patient care. Proficiency with PeopleSoft and Eaglesoft.

SALARY: $27,475 - $29,075

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON May 25, 2016)
Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/

HUMAN RESOURCES/AAO (405) 733-7979
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