Metropolitan State University, a member of the Minnesota State Colleges and Universities System, serves approximately 11,000 students in the greater Twin Cities Metropolitan area. We are the most diverse university in the system, with approximately 41% of our students coming from communities of color. The university offers programs leading to baccalaureate, masters and doctoral degrees. Visit our web site at http://www.metrostate.edu

Posting Date: 8/31/2016
Closing Date: 9/06/2016
Position Classification: Dental Assistant Registered
Work Title: Dental Assistant Registered
Bargaining Unit: AFSCME
Employment Condition: Full-time, unlimited, non-exempt
Office: Maplewood Dental Clinic
Hours of Work: Monday – Friday, 8:00 am – 4:30 pm

Job Responsibilities:
This position is to support the daily operational needs of the Metropolitan State University Dental Clinic. The incumbent will be a licensed dental assistant. The incumbent will be a support person for the Dental Clinic assisting chairside, in sterilization and various projects as needed. The designee will be responsible for confirming patient appointments, filling student clinic schedules as needed, organizing daily care appointment paperwork/folders and assisting with phones at the front desk area as needed. Understanding of dental office management software, specifically Eaglesoft would be helpful, but not required.

Minimum Qualifications:
The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose application materials clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:

- Knowledge of common oral hygiene techniques and standard dental equipment and methods.
- Ability to operate x-ray equipment, chart mouth and teeth, keep records and maintain files, control patients, sterilize dental instruments and equipment and assist in a dental laboratory.
NECESSARY SPECIAL QUALIFICATION:
- Registration as a Dental Assist with the Minnesota State Board of Denisty.

Preferred Qualifications:
- One year chairside dental assisting experience
- Ability to prioritize workload, meet required deadlines on competing priorities, initiate and follow up on activities independently
- Ability to establish effective working relationships with staff and constituents in a diverse population
- Knowledge of data privacy laws as it pertains to student files and other confidential or private information and the ability to maintain confidentiality
- Experience working with students or customers with diverse backgrounds
- The ability to train and provide lead work for student employees.
- The ability to work within a team; be amenable to cross-training; and build good working relationships with other staff, faculty, students and the general public.

Physical Requirements of the Job: Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties

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Visit our web site at http://www.metrostate.edu

For campus safety information and crime statistics visit: http://www.metrostate.edu/msweb/resources/depts_services/security/campus_security.html

Dental Hygiene Department: Metropolitan State University’s Dental Hygiene Department offers educational programs leading to a Bachelor of Science in Dental Hygiene (BSDH) and a Master of Science in Advanced Dental Therapy (MSADT). Since its inception, the Department’s programs and curricula have focused on preparing licensed dental hygienists for advanced practice that enhances the oral health care needs of underserved and diverse populations. All of the Department’s programs are built on a partnership with Normandale Community College as well as academic excellence and the values of collaborative community involvement, ethical conduct and social responsibility.

Salary Range: $16.62 – 23.09/hour, depending upon experience and qualifications
Application Procedure:
Applications will only be accepted through the State of Minnesota Employment site at http://mn.gov/mmb/careers/. Applicants may upload a unique and tailored resume and have the system automatically fill in portions of their application. This system also allows you to apply without a resume and complete an application by filling in each section. A progress bar will show what steps remain in the application process. You may also need to respond to screening questions about your qualifications. Applicants may save at any time and return later to complete their application.

* Employment for this position is covered by the collective bargaining agreement AFSCME which can be found at: http://www.mn.gov/mmb/images/contract-afscme-2015-2017-web-version-final.pdf

Notice: In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a motor vehicle records check.

For TTY, call Minnesota Telecommunications Relay Service (TRS) at 7-1-1 or 1-800-627-3529.

Metropolitan State University is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The University provides reasonable accommodations to qualified individuals with disabilities upon request.