

JOB TITLE: DH Student Assistant

WORK AREA: Dental Hygiene Clinic

AREA HOURS: 10-20 Hours per Week

JOB RESPONSIBILITIES, DUTIES:

Front desk duties include, but are not limited to: typing, filing, confirming patients, patient charts, answering phone, receptionist, scheduling, etc.

Clinical Duties include, but are not limited to: light housekeeping, inventory, restocking, sterilization, instrument processing, tray set-ups, etc.

PERFORMANCE EXPECTATIONS/CONDUCT:

Student should be reliable, prompt, trustworthy, a self-starter, work well with others, cordial with staff/dental patients, and exhibit a good understanding of confidentiality in the dental office.

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

2 Academic Year

TYPICAL WORK HOURS:

X Daytime X Evening Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

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