



## Mount Wachusett Community College – 147728 Special Program Coordinator (In House: Dental Clinic Coordinator)


### Job Description:

#### General Statement of Duties:

The purpose of the classification is to coordinate a special program(Dental Clinic Coordination) or project within an assigned department/division. Employees in this classification perform administrative work and project coordination in an academic environment. Classification is responsible for coordinating program/project operations, coordinating work activities, assisting with budget preparation and grant administration, preparing/processing documentation, providing/distributing information, coordinating events/activities, and managing records. Also responsible for coordination of assigned staff. Performs related work as directed.

#### Responsibilities

- Provides administrative and clinical support for the MWCC Dental Education programs. Responsible for maintaining quality assurance for clinic practices in compliance with all federal and state regulations;
- Monitor the dental clinic to assure that the highest level of practice is maintained to deliver safe, efficient dental care;
- Monitor and supervise students in the sterilization area;
- Provide inventory control of clinic supplies and equipment and oversee the maintenance and repair of clinic and laboratory equipment;

Category: Professional (Staff Member)  [RSS](#)

Department: School of Health Professions, Public Service Programs and Social Sciences -3100

Locations: Fitchburg, MA

Posted: May 16, 2022

Type: PSM

Position ID: 147728



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- Assure compliance with HIPAA, OSHA, CDC Infection Prevention & Control Guidelines & Recommendations, OSHA Hazard Communication Standard, MA DPH Radiation Control Program, Dental Education Programs Ionizing Radiology Policy;
- Maintain professional knowledge in applicable areas; (i.e. maintains working knowledge of assigned area, researches new trends and advances in the dental profession, reads professional literature);

### Requirements:

#### Minimum Qualifications:

- Bachelor's degree in Education, Counseling, Psychology, Business Administration, Mathematics, Computer Science, or other field related to area of assignment;
- Three (3) years experience and/or training involving area of assignment, which may include college registration, academic advisement, career development, career experience, training, curriculum development, audio/visual or graphic production, grant administration, budget development, program/project management, event planning, administrative work in an academic environment, or personal computer operations; or
- An equivalent combination of education, training, and experience.

#### Desired Qualifications:

- MA license in good standing as Dental Assistant (DA), Registered Dental Hygienist (RDH), or Dentist (DMD or DDS)

#### Equivalency Statement

Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position.

### Additional Information:

In-house Title: Dental Clinic Coordinator

Salary: \$30.03 per hour

Employee Status: Part Time

Benefits: No

Hours per Week: 18

Number of Weeks: 44

*Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.*

**Application Instructions:**

Visit our Web Site at <https://mwcc.interviewexchange.com/jobofferdetails.jsp?JOBID=147728>

Candidates for employment should be aware that all Community College students, faculty and staff are required to be fully vaccinated by January 2022. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process. Face coverings are required while indoors on campus. For additional information on COVID19, please visit: <https://mwcc.edu/covid/>

The following documents are required:

1. Resume
2. Cover Letter

*Anticipated Effective Date: August 1, 2022*

*Applications accepted up to and including June 24, 2022*

*Applications received after June 24, 2022 MAY be considered until the position is filled.*

*Candidates may be subject to employment screening to include both a Criminal Offender Record Information (CORI) request and a Sexual Offender Registry Information (SORI).*