

Part-Time Adjunct Instructor - Dental Office Assistant
Program
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=225257>

Downloaded On: May. 13, 2024 1:06pm

Posted Nov. 7, 2023, set to expire Aug. 4, 2024

Job Title	Part-Time Adjunct Instructor - Dental Office Assistant Program
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 7, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Adjunct Professor Adjunct Professor
Academic Field(s)	Dental Hygiene/Dental Assisting Dental Hygiene/Dental Assisting
Job Website	https://www.ubjobs.buffalo.edu/postings/46368

Apply By Email

Job Description

Position Summary

The Buffalo Educational Opportunity Center (BEOC) invites candidates who can enthusiastically inspire and engage students as a Part-Time Adjunct Instructor for the Dental Office Assistant Program. Candidates should have the ability to teach seated, remote, and online courses.

Academic Responsibilities and Essential Functions:

- Demonstrates appropriate knowledge of subject matter.
- Provides students with appropriate learning materials and expertise in assigned subject(s).

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- Evaluates students' performance and provides effective and timely feedback to guide student learning and success.
- Responsible for contributing and maintaining an inclusive and collaborative environment.
- Enters grades and attendance into software used by Center.
- Engages in the classroom, replies to emails and voicemails, and holds on-campus or online office hours.
- Maintains knowledge in one's own discipline-related area by participating in professional development.
- Delivers tests and certifications following all procedures.
- Provides clinical and didactic instruction for the Dental Office Assistant Program in accordance with the curriculum outline and learning expectations.
- Supervises student training in dental offices and submits training-related reports as required.
- Enforces dental lab safety procedures.
- Discusses and demonstrates workplace safety, personal/patient safety, and infection control.
- Assists with activities of the Allied Health Programs including curriculum, facilities, equipment, student applications and orientation, program promotion, Advisory Board, externship partnerships and placements, and compliance with national accrediting agencies.
- Attends external meetings related to the Dental Office Assistant Program.
- Assists with the National Certification Testing application process.
- Must be available day and evening and some weekends.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The Buffalo Educational Opportunity Center

The Buffalo Educational Opportunity Center (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for a Part-Time Adjunct Instructor for the Dental Office Assistant Program. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills

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necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills. To learn more about the Buffalo Educational Opportunity Center, visit us online at <http://www.buffalo.edu/eoc.html>.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- New York State licensed Dental Hygienist or Dental Assistant with expertise in the Dental Assisting field or higher.
- 3+ years teaching and supervisory experience with extensive knowledge of instructional methods, techniques, and learning assessments.
- 2 years of recent, relevant clinical chairside experience.
- Eligible to take the Certified Dental Assistant (CDA) Exam through the Dental Assisting National Board (DANB) for future accreditation of the Dental Office Assistant Program.
- Possess a current BLS/CPR certification.
- Knowledge of dental practices and procedures including practical ethics and confidentiality, dental records, insurance coding, charts, and forms.
- Knowledge of workplace safety, personal/patient safety, and infection control.
- An equivalent combination of education and experience will be considered.

Preferred Qualifications

- One year of experience with online and hybrid teaching and related methodologies.
- Knowledgeable in multiple content areas and theoretical frameworks within stated discipline, as well as issues related to diversity and multiculturalism.
- Experience teaching in adult education.
- Experience teaching Allied Health courses and developing a curriculum.
- Participation in professional organizations such as the American Dental Assistants Association (ADAA), the American Dental Hygienists Association (ADHA), etc.
- Knowledge of Microsoft software and ability to work with computers and education-related databases.
- Experience working with a diverse student population.

Physical Demands

May be required to occasionally move items that are 11 to 20 pounds. Includes frequent moving, ascending/descending stairs, and positioning self to move carts.

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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