



Savannah Technical College

Adjunct Dental Assisting Instructor -

Job Number: EDU000Z

Job Posting: Mar 25, 2015 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Job: Education

Shift: Variable

Description:

Savannah Technical College is seeking Adjunct (Part-Time) Dental Assisting instructors. The adjunct faculty member will provide theory and practical instruction to a level sufficient for students to develop the skills necessary to become employed in the profession of Dental Assisting.

Characteristic Duties and Responsibilities

- Under general supervision demonstrates the use of appropriate teaching techniques, testing, and grading procedures, to include proper maintenance of grade books and any other appropriate record-keeping required.
- Must demonstrate knowledge of current procedures in the Dental Assisting field and demonstrate the effective use of oral and written communication skills.
- Follows approved course syllabus.
- Monitors students' use of supplies, materials, and equipment, and ensures safety and security requirements are met in the training area.
- Advises and counsels students and maintains appropriate advisement records on each student.
- Attends meetings as required and appropriate.
- Maintains qualifications for employment as described by the Technical College System of Georgia Policy Manual.
- Follows rules and regulations as described by the Technical College System of Georgia and other policies and procedures established by the Savannah Technical College.

Qualifications

- Must possess a Baccalaureate degree. Degree must be from a private or public postsecondary institution accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE) or both.
- Must be a licensed Dental Hygienist in Georgia.
- Must possess current DANB certification as a Certified Dental Assistant.
- Three (3) years' work experience in-field within the past seven years with current dental practices, dental assisting, four-handed dentistry, and dental practice management software. Work experience must include the competencies, skills and knowledge levels that the instructor will be expected to teach.
- Must demonstrate excellent written and verbal communication skills.
- Must possess excellent customer service skills to work professionally with Savannah Tech employees, students, and visitors.
- Educational theory and methodology experience preferred.

Physical Demands – Health Science – job requires classroom and clinical responsibilities

Teaching responsibilities are typically performed in a classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) – four (4) continuous hours at a time. The employee frequently lifts/carries objects that weigh 10lbs. or less. Clinical responsibilities are typically performed in a private dental office or other dental/ medical facilities and require that the employee stand/or walk for four (4) – six (6) hours. The exposure to infectious diseases, gas, or fumes is possible during clinical rotations.

Salary/Benefits

Salary is commensurate with education and work experience.

Application Deadline

Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit an electronic application thru [Team Georgia Careers](#), and attach cover letter and resume (incomplete submissions will not be considered). **Please include your annual salary for each position held.**

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#) For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, mbanks@savannahtech.edu. Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.