## POSITION ANNOUNCEMENT

**POSITION:** Assistant Clinical Coordinator/Instructor – Dental Assisting Program

**POSITION DESCRIPTION**: Part-time position for a Dental Assisting professional. Work will be limited to a maximum of 26 hours per week during and between semesters with exact schedule to be coordinated with the Program Director. Responsibilities will be varied but may include:

* Working with the Clinical Coordinator on student rotation placements
  + Site visits to monitor student progress on clinicals
* Instructing students in accordance with program policies and procedures in an assigned class as instructor or lab instructor to ensure student mastery of learning outcomes documented in the course syllabus
  + May include utilizing methods of online instruction/communication with students
* Filling in as needed in case of absence of other instructors
* Mentoring, tutoring, and advising program-students
  + Motivate students to actively participate in all aspects of the educational process.
* Proctoring of written exams
* Evaluate student performance of psychomotor skills using program criteria in the lab and in practical exam settings
* Operates laboratory equipment effectively
  + Upkeep/organization of lab spaces in collaboration with faculty team
* Attend recruitment events
* Respond to communications from faculty and students in a timely manner
* Completes required professional development and other college-required responsibilities
* Other duties as assigned by the Program Director or College Administration

**MINIMUM QUALIFICATIONS:**

* Current Dental Assistant
* 1 year experience in the field

**PREFERRED QUALIFICATIONS:**

* DANB certified Dental Assistant (CDA)
* Experience teaching within a Dental Assisting program.
* Experience with a learning management system such as Blackboard

**SALARY/BENEFITS:** Position pays $38 per hour. There are no State Benefits. Please be aware that all Chattahoochee Technical College employees must be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “me@Chatt Tech” then “Jobs and Careers at Chatt Tech.” Fill out an online application and upload resume, cover letter, and related licenses/certificates. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation, including official college transcripts.

**RESPONSE DEADLINE:** Opened until filled

**ANTICIPATED EMPLOYMENT DATE:**  Fall 2025

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)). As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***