

**Position Announcement**

## Instructional Aide – Dental Assisting Program (Part-time)

Columbus Technical College is seeking an individual to serve as an Instructor in our Dental Assistant Department. This individual will be responsible for laboratory and clinical instruction. This position also requires evaluation of student progress in attaining goals and objectives; attend staff development training, workshops, seminars, and conferences, and ensure all safety and security requirements are met in trainings.

**Responsibilities:**

* Instruct students in the Dental Assisting program
* Completes documentation of student progress
* Performs various types of clerical tasks to assist instructor;
* Follow state standards in developing program and course outlines, goals and objectives
* Prepares materials, exhibits, equipment and demonstrations
* Tutors and assists individual students in the learning environment
* Request and maintain supplies and equipment
* Develop teaching methods and maintain management procedures and documentation
* Ensure safety and security requirements are met in the training areas
* Respond in a timely manner to administrative requests
* Assist with recruitment, retention, and job placement efforts
* Maintain program certification requirements, as appropriate
* Strong time management and organization skills
* Effective written and oral communication
* Keen observation, supervision and evaluation skills
* General Computer knowledge (Microsoft Word, Excel)
* Involvement in professional activities/organizations
* Assists instructor with classroom presentations
* Assists instructor in maintaining an effective learning environment
* Other job related duties as assigned

**Minimum Qualifications**

* Minimum of a diploma or degree in Dental Assisting from an accredited college or university
* Two years’ experience as a dental assisting within the preceding five (5) years.
* Current CDA

**Salary**

Salary is commensurate with education and experience.

**Application Deadline**

For consideration, applications will be accepted until filled. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter and resume at time of application (Incomplete submissions will not be considered). **Background check is required.**

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do 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, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following persons have been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources, Title IX Coordinator and Olive Vidal-Kendal Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.

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