

# Human Resources

**EXTERNAL POSITION OPEN***Grand Rapids Community College is committed to a diverse and inclusive work and learning environment.*

Date: January 5, 2016  
 Title: **Assistant Professor, Dental Auxiliary Program  
 TENURE TRACK – Fall 2016**  
 Position Number: 647  
 Schedule: 42 weeks (Flexible hours spread over Fall, Winter, Summer)  
 Annual Salary: MA: \$52,991 with potential of additional contact hours during each semester at the contractual overload rate of pay  
 Reports to: Associate Dean, School of Workforce Development  
 Close date: **Posted until Filled**

**SUMMARY:**

GRCC is seeking faculty who possess an interest in working with diverse student populations from a wide range of age, ethnicity, national origin and ability; engage in and develop innovative teaching strategies; effectively assess student learning outcomes; demonstrate a commitment to lifelong learning and professional development; and provide service to our students, the college, and our community at large.

**GENERAL INFORMATION:**

Faculty members are responsible to GRCC and to each other for the successful completion of departmental work, as well as work associated with the School of Workforce Development and GRCC as a whole. In addition to the major position responsibilities, it is expected that faculty demonstrate outstanding communications skills, collaborate effectively, and use personal initiative to overcome obstacles and work efficiently to meet deadlines. In an environment where innovation is valued, each faculty member will take responsibility to perform their work in a manner consistent with both the letter and the spirit of GRCC values. GRCC has an excellent benefits program and the Faculty Association contract provides opportunities to earn additional compensation.

**ESSENTIAL JOB FUNCTIONS****Major Teaching Responsibilities:**

- Teach dental assisting courses with emphasis on dental radiography, infection control, and assisting for general dentistry.
- Teach other dental assisting and/or dental hygiene courses, both lab and didactic as needed and as qualified.
- Coordinate infections control policies and procedures for the dental assisting and dental hygiene programs.

- Work with tenured faculty and assigned mentor to ensure consistent standards and instructional practices within each course.
- Effectively assess, document, and advise students regarding their academic and clinical performance.
- Demonstrate a commitment to a learning centered environment in the classroom.
- Incorporate new technologies and methods for enhanced teaching and learning into instructional methods.

#### **Major Professional Development Responsibilities:**

- Engage in on-going professional development to maintain expertise in the field and communicate outcomes with faculty and administration.
- Maintain professional licensure.

#### **Major Student Service Responsibilities:**

- Advise students on curriculum, academic programs, and employment and career goals.
- Participate in departmental student academic advising plans.
- Demonstrate sensitivity to and understanding of students from diverse backgrounds with a wide range of abilities.

#### **Department and College Service Responsibilities:**

- Contribute to the growth and development of the Program and the College by participating in academic program review; curriculum development, evaluation and revision; committee membership; department and advisory committee meetings.
- Analyze program, course and student outcome data.
- Communicate clearly with students, staff, faculty and administration.
- Assist the Program Director in the preparation of reports and other required documents.
- Contribute to program accreditation processes and reports as determined by the Dental Auxiliary Program Director.
- Assist in marketing and promoting of departmental and college programs and events.
- Promote the department by creating partnerships with state and local communities, health care facilities and schools.
- Adhere to college processes, policies and contractual obligations.
- Support the College's Strategic Plan through departmental and college action projects as appropriate.
- Support the department and the college through other work normally expected of GRCC faculty members.

### **JOB SPECIFICATIONS**

#### **Education:**

- Master's Degree in health or education related field. Candidates currently enrolled in a Master's program may be considered. Bachelor's degree in Dental Assisting or health/education related field required.

- Current unencumbered Certified Dental Assistant credential (CDA) and Michigan registered dental assistant license (RDA).
- Current CPR certification.

### **Experience:**

- Minimum of 2 years clinical experience as a registered dental assistant (RDA).
- Minimum 2 years college teaching experience or experience teaching adult learners.
- Experience in dental assisting education curriculum design and utilization of educational technology, preferred.

### **Skills:**

- Ability to effectively use data
- Excellent organization skills.
- Must possess excellent communication skills necessary to relate to others verbally and/or in writing.
- Ability to interact effectively with a variety of people.
- Demonstrated initiative and problem-solving abilities.
- Ability to perform routine and unexpected duties with minimum supervision.
- Ability to provide excellent customer service to students and staff in an academic setting.
- High energy level with enthusiasm and interest in helping and supporting students, staff, and the general public.
- Ability to develop and deliver effective presentations.
- Adhere to the American Dental Assisting Association's code of ethics.
- Adhere to safety regulations, maintain confidentiality, and use sound judgment in regards to safety of self and others.

### **Mental Demands**

- Ability to work under pressure while possessing mature judgment and flexibility in regards to interruptions and schedule changes.
- Must use good judgment in handling sensitive or difficult situations in a professional manner.
- Ability to cope effectively with the demands associated with various situations within the organization.
- Must be punctual and dependable.
- An understanding of and appreciation for the community college philosophy and student population.
- An interest in working with diverse student populations, who represent a wide range of age, ethnicity, national origin and ability.

### **Physical Demands:**

Demonstrate, assist and/or support students with:

- Physical Strength - transferring patients to or from a wheelchair to a dental chair. Ability to lift up to 30 pounds.
- Mobility –be able to stand, lift, reach, bend, and stretch, provide support and stability.-Sufficient independent mobility within the architectural environment is

necessary, including the ability to maneuver in restricted spaces. Move quickly in an emergency.

- Hearing - hear faint sounds from a distance of 4 feet—approximately the distance between a patient seated in a dental chair and a person in a standing position next to the dental chair. Hear sounds such as those emitted by a stethoscope while taking a blood pressure.
- Visual Discrimination - sufficient vision to differentiate movements, read markings on instruments and measuring devices.
- Coordination - Sufficient motor skills, eye-hand coordination skills, manipulative skills and sensory function in both extremities to perform dental assisting skills.
- Manual Dexterity - sufficient fine motor skills to manipulative objects and people safely.

**Working Conditions:**

- Travel to off-campus sites may be required.
- Must be able to work in a classroom and laboratory in an academic setting.
- Ability to work in high traffic, indoor environments.
- Must be able to work flexible hours, including evenings.

**Method of Application:**

Grand Rapids Community College is only accepting online applications for this position. To apply, please visit our website at <https://www.grcc.edu/jobs> Following the instructions there to apply and to upload documents, submit a resume and cover letter in one document; unofficial transcripts, and three letters of reference which you may upload yourself or have your supporters send via email to [hr@grcc.edu](mailto:hr@grcc.edu) This posting will remain open until filled. We will begin reviewing applications on February 1, 2016. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an equal opportunity employer.

*Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and*

*eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.*

