

Job Title: **Dental Clinic Lab Assistant**
(Part-Time Seasonal)

State Job Classification: College Laboratory Assistant 2

Class Option: Dental

M State Location: Moorhead Campus

Responsibilities:

- On a daily basis, live the mission, vision and values of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is a core component of the position and work responsibilities.
- Maintain equipment and supplies of dental lab.
- Serve as Dental Clinic Infection Control Officer/Radiation Officer/OSHA/Safety Coordinator.
- Provide assistance to students in dental clinic, sterilization area and labs.
- Support for campus and college operations.
- Other related duties as assigned by Dean for the School of Health Sciences, Human Services and Nursing or Clinic Coordinator and Program Directors.

Minimum Qualifications:

- Current Minnesota Dental Assistant License and Dental Assisting National Board Exam (DANB) certification, or current Minnesota Dental Hygiene License, AND
- One year of teaching/tutoring experience at the high school level or above; OR
- An equivalent combination of education and work experience.

Preferred Qualifications:

- Dental knowledge sufficient to respond to questions raised by students in lab and clinic.
- Dental knowledge of anatomy, teeth, instruments, and equipment.
- Sterilization/infection control protocols to assure proper sterilization for the safety of students, faculty, staff, and dental clinic patients.
- Ability to function independently to carry out assigned tasks and duties related to sterilization.
- Ability to inventory supplies, equipment, and lab items.
- Ability to stock supplies and products in the labs, clinic, and radiology rooms.
- Maintain equipment, troubleshoot problems, make repairs, and contact vendors for parts and service.
- Ability to work effectively with the students, dentists, and dental faculty to meet the sterilization, infection control, and general operational needs of the dental clinic.
- Report to work regularly and on time.
- Able to communicate with others in a cooperative and

Detroit Lakes
900 Highway 34 E.
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218.846.3794 fax

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1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

Wadena
405 Colfax Ave. SW
Wadena, MN 56482
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respectful manner.

Work Days/Hours: Academic Year (mid-August to mid-May)
Monday – Friday 30 hours per week
(Flexible depending on lab schedule)

Salary Range: \$19.08 - \$26.66 per hour

Benefits: A comprehensive benefit package offered by the State of Minnesota, Minnesota State Colleges and Universities, and the bargaining unit contract of the position. Benefits include:

- Holidays, vacation, and sick leave
- Retirement
- Medical, dental, and vision insurance
- Life insurance
- Accidental Death and Dismemberment
- Disability insurance
- Medical/Dental Expense Account
- Dependent Care Expense Account
- Health Reimbursement Account (eligibility based on bargaining unit contract)
- Tuition Waiver (eligibility based on bargaining unit contract)

APPLICATION DEADLINE: JUNE 27, 2022

How to Apply: Go to <https://mn.gov/mmb/careers>

- Search for **Job Opening ID# 56412**.
- Select “Apply for Job” at the top of the page.
- If you have questions about applying for jobs, contact the job information line at 651-259-3637.
- For additional information about the application process, go to <https://mn.gov/mmb/careers>.

For more information, contact: Sandi Smith.....218.846.3869
Sandi.Smith@minnesota.edu

If you need accommodations to take part in the application process, please contact Human Resources at (218) 736-1512. For more information regarding M State, refer to our website at: <http://www.minnesota.edu>.

NOTICE: *In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MinnState’s vehicle use criteria and consent to a Motor Vehicle Records check.*

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