

**Senior Dental Assistant**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=235113>

Downloaded On: May. 18, 2024 3:02pm

Posted Apr. 24, 2024, set to expire Aug. 24, 2024

<b>Job Title</b>	Senior Dental Assistant
<b>Department</b>	Clinics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 24, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Health Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49731">https://www.ubjobs.buffalo.edu/postings/49731</a>

**Apply By Email**

**Job Description**

The [School of Dental Medicine](#) is seeking a **Senior Dental Assistant** who will be responsible for all aspects of the supervision of a number of full and/or par-time Dental Assistants. In this position, you will:

- Provide leadership, in-service training, guidance, scheduling and evaluation of Dental Assistants assigned to your group.
- Provide professional administrative support to assigned advanced education program director.
- Report to the Associate Dean for Clinical Affairs and carry out any other associated duties as assigned.
- Maintain several types of records associated with clinical operations.
- Direct and organize clinical supply ordering and inventory control.
- Provide chairside and/or any other assistance necessary to facilitate patient treatment in the clinic by residents and/or predoctoral students.

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**Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefits website](#).

**About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**