

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

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

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

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