

**Dental Assistant - Research Administration
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=235787>

Downloaded On: Aug. 21, 2025 11:35pm

Posted May 8, 2024, set to expire Aug. 26, 2025

Job Title	Dental Assistant - Research Administration
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services
Job Website	https://jobs.tufts.edu/jobs/20470?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This is a grant funded position and is not eligible for severance pay.

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Dental Research Administration (DRA) at TUSDM is the main research structure for all basic science and clinical projects at the Dental School. DRA is the liaison to the Office of the Vice Provost, Sponsored Accounting, IRB, IACUC, CMS, Biosafety and all other offices responsible for administering research on the Tufts Health Sciences Campus. Housing several research labs including the Gavel Center for Restorative Dental Research, which is endowed from Dr. J. Murray Gavel, DRA at TUSDM defines and executes the research goals and mission of Tufts University School of Dental Medicine.

What You'll Do

- Under direct supervision, by a supervising Dental Assistant or Dentist, the Dental Assistant learns and provides basic dental assistant duties assisting general dentists and specialty dentist's chair side.
- The Dental Assistant provides clinical services assisting faculty/residents in four-handed dentistry learning and performing basic Dental Assistant duties.
- Takes digital radiographs (panoramic, PAs, bitewings). Pours models, polishes crowns and dentures, makes impressions and temporary crowns.
- Maintains proper cleanliness of operatories and instruments in compliance with infection control policies.
- Responsible for sterilization and maintaining equipment and materials in accordance with OSHA, federal and state guidelines.
- Answers all patient, provider, and insurance phone calls and verifies proper responses as necessary.
- Scheduling.
- Accesses and accurately maintains patient health records.
- Enters treatment charges into the patient care system.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a High School diploma/GED.
- 0-2 years of related experience.
- Massachusetts Dental Assistant License.
- Exhibits knowledge and proficiency with sterile technique and assisting various specialties.
- Sound knowledge of HIPAA and OSHA compliance regarding infection control, blood borne pathogens, sterilization, and radiology.

Pay Range

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Minimum \$19.80, Midpoint \$23.55, Maximum \$27.30

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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