

Dispensary Assistant Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=262930>

Downloaded On: Sep. 25, 2025 4:00pm

Posted Sep. 25, 2025, set to expire Feb. 6, 2026

Job Title	Dispensary Assistant
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 25, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22343?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

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Clinical Affairs oversees the operations of day to day patient care for Tufts Dental students.

What You'll Do

- The Dispensary Assistant is responsible for organizing and stocking inventory, issuing and receiving instruments.
- They are responsible for equipment control and security of dental equipment and instrument cassettes.
- The Dispensary Assistant follows all Infection Control Protocols and Procedures.
- The Dispensary Assistant maintains a clean, well-organized work area, and provides excellent customer service to students and staff in Dental Clinics.
- Other duties as assigned.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a High school diploma or equivalent.
- 1-3 years related experience.
- Basic computer skills.
- Ability to lift 30 lbs with or without accommodation.

Preferred Qualifications:

- Vocational/Technical training or Certified Dental Assistant desirable.
- Knowledge of dental instruments.

Special Work Schedule Requirements:

This is a full time, 40 hour per week position with the schedule M-F 10:30am to 7:30pm. Some flexibility is required for working different shifts.

Pay Range

**Dispensary Assistant
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Minimum \$20.50, Midpoint \$24.40, Maximum \$28.30

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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