



COMMUNITY COLLEGE  
OF RHODE ISLAND  
Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Paraprofessional, Dental Assisting Laboratory  
**LOCATION:** Dental Health Programs Department  
**REPORTS TO:** Dental Health Programs Department Chairperson  
**GRADE:** CCRIPSA 8  
**WORK SCHEDULE:** 35 hours per week; Academic Year work schedule

**CCRI Mission:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:** To coordinate and supervise the operation of the Dental Assisting Laboratory, including, but not limited to, purchases, budgets, student scheduling, inventory control and safety compliance. Assist in the dental hygiene clinic as needed, including but not limited to maintenance of autoclaves, distilled water supply, monitoring compliance with OSHA, EPA, CDC, and State and College Standards, monitoring of eyewash stations, oxygen tanks, emergency kits and assisting with patient reception.

**DUTIES AND RESPONSIBILITIES:**

Set up for all dental assisting lab classes and two dental hygiene materials labs. Maintain laboratory. Ensure all equipment is in good working order for the laboratories. Perform routine maintenance on all equipment. Oversee cleanup of all labs.

Purchase all equipment, supplies and materials for dental assisting program and dental hygiene materials lab. Maintain an inventory of all equipment; order and stock supplies as necessary.

Ensure compliance with OSHA, EPA, CDC, State and College standards. Operate a hazardous waste system, to include the correct storage, labeling, and removal of hazardous waste from the labs. Maintain a biological monitoring system for all autoclaves. Monitor eyewash stations for proper functioning and temperature control. Monitor and record functioning of oxygen tanks. Compile all Safety Data Sheets (SDS), file and organize in SDS booklet. Label all OSHA stickers on dental materials.

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Attend faculty meetings as required.

Participate in career day seminars.

Maintain, update and monitor budget for Dental Assisting Program.

Provide information regarding the Dental Assisting Program, including continuing education courses, to all interested parties.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.

Other related duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Must be a DANB certified dental assistant. Knowledge and use of dental equipment such as dental units, chairs and handpieces; curing lights, amalgamators, model trimmers, lathes, autoclaves, ultrasonic cleaners, dental lab engines, vacuum formers, incubators (biological) and triad machines. Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

Position is exposed to chemicals and equipment that may be hazardous if mishandled.

**QUALIFICATIONS:**

High school diploma and DANB (Dental Assistant National Board) Certified Dental Assistant (CDA) certification required.

At least two years of experience as a dental assistant required OR a graduate of the CCRI Dental Assisting program.

Computer experience in Word, Excel, and Banner and knowledge of Eaglesoft or other dental practice management software preferred.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:  
<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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