

MANUAL  Student Employment Office Office of Career Services	SECTION  Student Job Description	PAGE 1 / 2 REVISÉ 5/24
SUBJECT  <b>Student Dental Assistant</b>	RANK  X482	GROUP  IV

DEFINITION:

Under the direct supervision of a licensed dentist, the dental student will be expected to be professionally attired at all times, either in surgical scrubs or professional clothing. The duties will include all or part of the following:

- (a) Schedules and confirms patient appointments and handles telephone calls.
- (b) Prepares patient records, daily logs, and balance sheets.
- (c) Ensures that all materials are ready for the patient's appointment.
- (d) Assists the dentist with a four-handed dentistry approach, safely handling instruments and properly disposing of contaminated materials.
- (e) Develops radiographs as per the College of Dentistry Infection Control Manual.
- (f) Takes and pours alginate impressions for study casts.
- (g) Creates custom acrylic trays, acrylic bite rims, and vacuum-formed stents.
- (h) Mixes cement, temporary fillings, and amalgam materials.
- (i) Manages supplies and inventory for office operations.
- (j) Mounts, labels, and files radiographs in patient charts.
- (k) Maintains daily record notes in the patient's charts.

BASIC QUALIFICATIONS:

1. Any one (1) -OR- any combination totaling six (6) months of the following training or experience:
  - a. formal training in dental assisting techniques and procedures
  - b. work experience in chair-side dental assisting
2. CPR Certification
3. Experience with Infection Control and Sterilization

LEARNING OUTCOMES\*:

- Identify areas for growth while actively pursuing and applying feedback.
- Seek out opportunities to learn.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.

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- Communicate in a clear and organized manner so that others can effectively understand.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of others.
- Multi-task well in a fast-paced environment.
- Actively contribute and advocate for inclusive and equitable practices that influence individual and systemic change.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Demonstrate dependability.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few if any errors in their work.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Navigate change and be open to learning new technologies.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.

\*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).