

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Dental Education Center Administrative Assistant

**BASIC FUNCTION:** Under the supervision of the area Vice President and/or Dean, performs secretarial and clerical duties that support the dental hygiene and dental assistant programs (academic) with emphasis on dental office management duties that support the running of the dental hygiene clinic.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term Employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Coordinates, plans and schedules appointments, makes reservations and handles catering for on or off campus meetings, workshops, events, and conferences, including video conferences, and makes travel arrangements for director, faculty and/or staff.
2. Answers and screens telephone calls and e-mail, and provides information where judgment, knowledge and explanation of policies and/or procedures are necessary. May field complaints and serve as a department liaison for the faculty, staff, students, parents and/or the public. Greets patients and visitors in a prompt, courteous and helpful manner.
3. Schedules and maintains master calendar for the Dental Education Center (DEC).
4. Conducts tracking of monthly DEC staff attendance reports and student/hourly worker timesheets as directed.
5. Prepares correspondence on a variety of matters; develops, or prepares, letters, memoranda, forms, flyers, DEC newsletters, marketing material, training proposals, organizational charts, and/or minutes, which could be material of a confidential nature, from handwritten drafts, notes or oral instruction;
6. Types tests, reports, statistical outcomes; drafts correspondence, with minimum of instruction, responding to routine inquiries, or as needed, to follow up on DEC actions or as requested by official to whom assigned.
7. Maintains student and DEC files and researches and assembles information as needed.
8. Performs a wide variety of data entry information utilizing specific data formats and various software; checks and reviews data for completeness and conformance with established processes and procedures.
9. Assists in preparing Board reports.
10. Assists in researching and preparing a variety of reports, including narrative and statistical, as directed by official to whom assigned;
11. Assists in developing a variety of surveys and compiling the results.
12. Orders, inventories, stores and issues department/program office supplies.
13. Assists in monitoring the DEC budget.
14. Operates and maintains a variety of office equipment.
15. Handles DEC mail distribution, including pick up, drop off, opening and delivering mail; maintains master mailing lists; prepares, produces and distributes mass mailings of materials and reports related to the DEC, under the direction of the area manager to whom assigned.
16. Tracks and verifies invoices; prepares requisitions using District's software package.
17. Maintains the DEC websites and social networking pages.
18. Set-up and track student accounts in Dentrix.
19. Distribution, classification and data entry of patient records.
20. Process student applications for entry into the dental hygiene and dental assistant programs.
21. Works closely with students and dental hygiene faculty to maximize patient flow and maintains appointment books for the Dental Hygiene clinic.

22. Receives cash from patients and balances the register.
23. Issues and maintains a computerized log of lockers to students.
24. Activates EMS as directed during a medical emergency in the clinic or classrooms.
25. Assists in providing dental referrals, collecting and distributing dental forms.
26. Serves as a point of contact for dental offices and dental professionals.
27. Files charts, HIPAA forms, etc.
28. Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations.
29. Maintains an inventory list of supplies used in the clinic and supplies and paperwork for students.
30. Maintains the manual processing radiology units.
31. Maintains course books for accreditation including assessments and lectures.
32. Participates in District-provided in-service training programs.
33. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
34. Performs other duties, related to the position, as assigned.

**EDUCATION:** High school, or GED equivalent. Must have six hours in the last two years of continuing education courses in Infection Control and OSHA standards. Must continue to complete six hours Infection Control and OSHA standards every two years as a condition of employment.

**EXPERIENCE:** At least four years experience working in a dental office including front and back office (dental assisting) experience.

**LICENSES/CERTIFICATIONS:** Registered Dental Assistant is preferred.

**KNOWLEDGE OF:** HIPAA guidelines/regulations. Patient chart filing. Dental front and back office procedures. Microsoft Office software package (Word, Excel, Access, Power Point), Google Documents, social networking sites, Dentrix Practice Management System, traditional radiology processing and digital processing.

**ABILITY TO:** Operate modern office equipment, including, but not limited to, calculator, scanners, copiers, fax machines, telephone, computers, spell correctly; communicate, using good English, orally and in writing, compose correspondence independently; index and file; deal effectively with the public including scheduling of appointments in the dental hygiene clinic; and establish and maintain an effective working relationship with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Will include students, staff, faculty, administrators, vendors, alumni and general public. It may include conference facilities, business leaders and public officials.

**WORKING CONDITIONS:** Normal dental clinic is the working environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.