



Position Title: Part-Time Instructional Assistant I

Job Code: 8378

Reports To: Clinical Supervisor

Grade: W4

FLSA: Non-Exempt

Job Description:

The Part-Time Instructional Assistant I will assist in the preparation of materials and equipment in the Dental Hygiene Clinic to support the delivery of inventory provided by the Nova Southeastern University's Dental Students.

Duties & Responsibilities:

- Maintains equipment
- Monitors equipment inventory
- Secures infection control procedures are implemented
- Maintains supplies
- Monitors supply inventory
- Secures sterilization procedures are implemented
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One year of college (30 credits) from a regionally accredited institution and one (1) year of related experience or any combination of education and experience with equipment such as autoclaves, sterilization and infection control materials.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name