



**To advance the science and art of healthcare through education, service, research, personal wellness, and social accountability.**

**Dental Simulation Laboratory Dispensary Staff - College of Dental Medicine,  
Sacramento, California, USA**

**POSITION TITLE:** Dental Simulation Laboratory Dispensary Staff

**REPORTS TO:** Joel Whiteman, DDS and Associate Dean of Academic Affairs

**WORK SCHEDULE:** Monday – Friday, full time, non-exempt, \$20.00-22.00/hr.

**CLOSING DATE:** Open until filled

**SUMMARY:** The California Northstate College of Dental Medicine is seeking Dental Simulation Laboratory Dispensary Staff to assist pre-clinical Course Directors in supplying, maintaining and running the dental simulation laboratory for Dental Students in the Doctor of Dental Medicine 4-year program.

This position will report directly to Joel Whiteman, DDS and fall under the Office of Academic Affairs. This role will support the pre-clinical program in Dentistry and ensure that simulation laboratory remains operational at all times. It is critical that the incumbent collaborate and interact positively with staff, students and faculty.

**Responsibilities:**

- Follows the University values by which we will all align: WE CARE (<http://www.cnsu.edu>)
- Completes and maintains Health and Safety, Infection Control, FERPA training. Additional training will be assigned as required.
- Management of instruments through the central sterilization following their use with autoclaved extracted teeth.

- Generating and tracking purchase orders for the Simulation lab and ordering all needed equipment and supplies; maintaining inventory at all times and utilizing digital supply management software.
- Submit, track, receive, process, and follow-up on orders and invoices. Send documentation of confirmed deliveries to the business office as requested.
- Arranges and prepares supplies/instruments/equipment/teaching resources for running classes. Preparation ensures classes can start on time.
- Coordinates with course directors to ensure appropriate supplies are ordered and received before the course is to be offered.
- Coordinates with CNU facilities management, CNU information technology, and outside repair personnel to maintain proper function of the sim lab and related equipment.
- Maintains an accurate log of instruments in need of repair and/or replacement of handpieces/instruments and oversees timely repair/replacement of handpieces and ordering of replacement instruments.
- Maintains dispensary and simulation laboratory in a clean and orderly fashion.
- Follows appropriate protocols for materials and equipment handling.
- Reviews Safety Data Sheets for all materials that will be handled and ensures correct handling.
- Maintains an accurate account on the computer of items scanned out and in from the dispensaries.
- Present during all simulation lab courses, setting up courses per daily exercises, and assisting in clean-up following classes.
- Assists in the check-in, setup, and check-out process of dental benches each academic year.
- Performs other related duties as assigned or requested.

#### **QUALIFICATIONS:**

- High school diploma required
- Must be organized, efficient, self-motivated, and detail-oriented

#### **Qualities:**

- Works collaboratively in a fast-paced environment that will require strong communication, problem-solving and organizational skills.
- Ability to actively listen, have constructive discussions, and take directions from others.
- Proficiency in Microsoft Word, Excel, and other computer systems.
- Adaptable and able to prioritize tasks.
- Behaves professionally and is respectful of others.
- Prioritizes importance of health, safety, and infection control practices.

Review of applicants will begin immediately and will continue until the position is filled.

Please submit a cover letter, resume/CV, and a list of 3 references, and any additional information to [CDM.Jobs@cnsu.edu](mailto:CDM.Jobs@cnsu.edu), using a subjective line of “**Dental Simulation Laboratory Dispensary Staff**”.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.