



DENTAL CLINICAL OPERATIONS SUPERVISOR (ACADEMIC/TEACHING CLINIC)

Job Title: DENTAL CLINICAL OPERATIONS SUPERVISOR

Job Classification: Full-time, salary, exempt

Benefit: Per California Northstate University employee benefits

Closing Date: Position open until filled

Review of Applications: Reviewed upon receipt

Starting Salary: \$70,400

Education: Bachelor's Degree

Reporting Responsibility: Report directly to the President of the University

Position Summary: The **Dental Clinical Operations Supervisor** is a key operational leader within an academic dental clinic, responsible for ensuring seamless day-to-day clinical operations that support both **high-quality patient care and student clinical education**. This role oversees front office, back office, and dispensary teams while partnering closely with faculty and academic leadership to create an efficient, compliant, and educationally supportive clinical environment.

By aligning staffing, workflows, and resources with academic and clinical objectives, this position plays a vital role in optimizing patient flow, supporting student learning, and maintaining regulatory and accreditation standards.

Key Responsibilities

Staff Leadership & Educational Support

- Recruit, onboard, train, and supervise dental assistants and dispensary staff supporting student clinics and faculty-supervised care
- Ensure staff are trained to support student learning, chairside instruction, and academic clinic protocols
- Develop schedules and coverage models that align with student clinic sessions and instructional needs

Academic Clinical Operations & Workflow Management

- Coordinate daily clinic operations to support student schedules, faculty availability, and patient access
- Optimize patient flow in a teaching environment, balancing educational requirements with operational efficiency
- Oversee sterilization, infection control, and clinical readiness of operatories for student use

Compliance, Accreditation & Quality Assurance

- Ensure compliance with infection control standards, OSHA, HIPAA, and institutional policies
- Support accreditation and program requirements by maintaining clinical policies, procedures, and documentation



- Monitor clinical care quality in a teaching setting and assist in addressing patient concerns and learning-related issues

Resource, Equipment & Inventory Management

- Manage clinical inventory, dispensary operations, and equipment to support student clinics and faculty instruction
- Coordinate equipment maintenance and ensure timely availability of supplies required for instructional and clinical activities
- Work collaboratively with faculty and administrators to anticipate resource needs tied to curriculum and clinic volume

Administrative Leadership & Cross-Functional Collaboration

- Maintain staff schedules, timesheets, and operational reports
- Collaborate with Group Practice Leaders (GPL), clinic faculty, and the Associate Dean of Clinical Affairs to align staffing, patient flow, and clinic capacity with academic and operational goals
- Serve as a key liaison between clinical operations staff and academic leadership to support continuous improvement

Required Qualifications

Education

- Bachelor's degree required

Licensure & Certification

- Active Registered Dental Assistant (RDA) license preferred
- Expanded Functions Dental Assistant (EFDA) certification preferred

Experience

- Minimum of 3–5 years of experience in a dental clinical setting
- Experience in an academic, teaching, or multi-provider clinic environment strongly preferred
- Prior supervisory or leadership experience required

Skills & Competencies

- Strong understanding of academic dental clinic workflows and student-centered care models
- Knowledge of EHR systems, dental terminology, OSHA, HIPAA, and infection control standards
- Excellent communication, organizational, and collaboration skills
- Ability to lead teams in a dynamic environment balancing education, patient care, and compliance



Working Conditions

This position is primarily on-site within an academic clinical setting. The role requires the ability to stand and walk for extended periods, assist with clinical operations as needed, and lift or move items up to 35 pounds.

HOW TO APPLY

Please follow the instructions below. Applications will be reviewed upon receipt and only completed applications will be reviewed.

For full consideration, candidates must provide the following items in one document:

1. Cover letter of interest addressing qualifications, experience and career goals
2. Current Resume
3. Unofficial transcripts of all college work (official copies will be requested if offered position)
4. Names, email addresses, and telephone numbers of at least three (3) professional references to be contacted by the Search Committee who can speak to a broad range of candidate's qualifications.

****Please email all documents to hr@cnsu.edu with the subject:***

“DENTAL CLINICAL OPERATIONS SUPERVISOR”

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status. All qualified candidates are encouraged to apply.

**Due to the high volume of applications, once applied, please refrain from telephone calls, visits, faxes or emails directly. Should you meet the minimum qualifications and are selected for an interview, you will be contacted at that time. We appreciate your interest of employment with California Northstate University!*