



Job Classification Description

DENTAL HYGIENE CLINIC ADMINISTRATOR
Non-Bargaining Unit

Grade 9
Non-Exempt

BASIC FUNCTION

Oversee the day-to-day operations of the Department of Dental Hygiene and to ensure that the Vermont Technical College Dental Hygiene Clinic runs in a smooth and efficient manner.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Oversee and carry out various day-to-day departmental administrative functions for the Department of Dental Hygiene including but not limited to: scheduling appointments for the 1st and 2nd year clinic.
- Provide primary support for the department program director and dental hygiene faculty.
- Establish and maintain the clinic appointment schedule to ensure that students receive an adequate number of patient experiences as required by the Commission on Dental Accreditation; responding quickly and efficiently to last minute changes in the clinic schedule.
- Coordinate, initiate, prepare, process and/or monitor various financial/administrative/operations forms, records, reports, schedules and other documents ensuring timely and accurate completion of documents by other department/college personnel and/or outside individuals/organizations.
- Develop and maintain various logs and other manual recordkeeping systems related to assigned Department and Clinic functions.
- Perform a variety of tasks related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data bases and data management/reporting systems using PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Organize and maintain various departmental files and records, frequently involving cross filing/cross reference systems.
- Ensure College and Clinic compliance with all HIPPA rules and regulations regarding personal and private information of faculty, staff, students and patients.
- Supervise work study students; plan and issue daily work assignments, monitor work in progress and check completed work.

- Perform various bookkeeping functions as they relate to the operation of the department and Clinic including but not limited to: create initiate and process financial documents related to operating budgets, capital budgets, special accounts, and the like; organize and maintain financial records; prepare related reports.
- Compile a variety of information from both manual and computerized records and files for regular and special reports and in response to specific request by supervisor or others.
- Responsible for all monies collected during Clinic operation; cash and checks must be reconciled with patient accounts and maintained in a safe and secure manner and are sent bi-monthly to the Vermont Tech Business Office.
- Serve as administrative liaison with students, faculty, staff, alumni, vendors and the daily interface with the public in the operation of the Dental Hygiene Clinic.
- Assist with general office work: answer phones and perform reception duties; type/print using word processor correspondence, reports, etc.; order office supplies; maintain appointment calendars; set up meetings; photocopy; screen and distribute mail and the like.
- Perform other specialized or technical administrative tasks related to the primary function(s) of the Dental Hygiene Department and Clinic; other duties as assigned.
- Work outside of normal office hours may be required as it relates to clinic hours of operation.

SUPERVISION EXERCISED

Administrative and functional supervision of one or two student employees.

SUPERVISION RECEIVED

General supervision is received from the Dental Hygiene Program Director.

MINIMUM QUALIFICATIONS

Associates degree in business or other appropriate discipline, plus three to four years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of general clerical and office management knowledge and skills.
- Good basic administration and organizational skills. Experience in organizing and maintaining moderately complex filing and records systems. Previous experience with computerized information systems.
- Excellent keyboarding skills and word processing experience; Microsoft package and EagleSoft software proficiency desired.
- Good reading, writing, and math skills. Some bookkeeping/accounting training or experience may be desirable.
- Good basic supervisory skills; some previous supervisory experience desirable,
- Ability to deal effectively with a wide variety of individuals inside and outside of the College and Clinic.

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.