

Assistant, Dental Hygiene
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=257380>

Downloaded On: Jun. 12, 2025 7:21am

Posted May 27, 2025, set to expire Nov. 29, 2025

Job Title Assistant, Dental Hygiene
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted May 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Assistant, Dental Hygiene

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Assistant, Dental Hygiene

Job Description Summary:

To provide administrative and customer support for the ACC dental hygiene clinic.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Provides administrative support to the ACC dental hygiene clinic including, coordinating appointment scheduling, confirmations, and cancellations in Eaglesoft patient management software, answering clinic calls, and responding to email inquiries.
- Provides assistance and information to the general public in regards to the dental hygiene clinic. Assists the Dental Hygiene Specialist in gathering and compiling patient data and reports.

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- Assists with patient recruitment.
- Maintains patient dental records in compliance with privacy regulations while ensuring data accuracy.
- Assists with administrative tasks such as filing, scanning, inventory management, and stocking of supplies.
- Assists the Clinic Manager with the supervision of the sterilization center as well as minor dental equipment repairs and maintenance.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Dental office procedures and practices.
- Records retention, preservation, and recording.
- Customer service techniques and practices.
- Knowledge of dental terminology, charting, procedures, equipment, and sterilization and infection control protocol.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications (both orally and in writing) skills.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Entering data, maintaining files, and performing other clerical duties.
- Ability to maintain confidentiality and adhere to HIPAA guidelines.
- Establishing and maintaining effective working relationships.
- Prioritizing multiple tasks, projects, and demands.
- Operating personal computer and software applications.

Preferred Skills

- Fluency in Spanish is highly preferred.

Technology Skills

- Proficiency in dental office software and scheduling systems.

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- Use of Microsoft (Word, Excel) and Google applications.

Preferred Technology Skills

- Eaglesoft dental office software

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Two years of experience as a dental assistant.

Required Education

- High school diploma or educational equivalent.

Physical Requirements

- Work is performed in a dental office environment.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 20 pounds.

Safety

- Work safely and follow safety rules.
- Report unsafe working conditions and behavior.
- Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$47,840 - \$53,760

Number of Openings:

1

Job Posting Close Date:

June 24, 2025

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Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Eastview-Campus/Assistant--Dental-Hygiene_R-7738

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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