



Dental Assistant - Internship	
<p><i>Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.</i></p> <p><i>The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.</i></p>	
Deadline:	October 4, 2023
Number of Positions:	2
Rate of Pay:	\$50,124 per year
Position Start Date:	November 2023 (anticipated)
Position End Date:	1 year in duration
Number of Hours per week:	36.25
Classification:	USW Internship – TERM, APPOINTED
Summary	<p>About the Faculty of Dentistry at the University of Toronto:</p> <p>Exciting new advances and global challenges are radically reshaping the field of dentistry. Our vision at the Faculty of Dentistry at the University of Toronto is to not just address and respond to these changes – but to thoughtfully and conscientiously shape the field of the future.</p> <p>With our robust and comprehensive educational training programs (DDS, MSc, PhD degrees, IDAPP and other specialty programs), our emphasis on community outreach and care, and our internationally known and interdisciplinary research mission, the Faculty of Dentistry at the University of Toronto continues to earn its reputation as one of the top dental schools in North America. Throughout more than 145 years of dental education -- the oldest, largest and most comprehensive training program in Canada -- we have striven to graduate the highest quality of students while providing the public the highest standards of care.</p> <p>We are driving by our vision to improve health by advancing dentistry through inspired leadership, innovation, and excellence in education, research and practice.</p> <p>Your opportunity:</p> <p>Under the general supervision of the manager, the incumbent provides dental assistant and administrative services to the undergraduate and graduate students, academic and administrative staff and performs all</p>



	<p>aspects of dental assisting as defined by the ODAA for regularly scheduled and special programs. The incumbent follows through with proper protocol for infection control in all aspects of clinical work, provides administrative services as directed for patients, both in person and on the telephone, accesses and enters data on the Clinic Management System in order to retrieve patient information and book appointments, and assists in special assignments and other duties that are Faculty-related.</p>
Minimum Qualifications:	<p>Education: Recent graduate within the last two (2) years (including graduates scheduled for convocation) from a Dental Assisting college program.</p> <p>Experience: Hands-on experience in the dental field is an asset but not required.</p> <p>Skills:</p> <ul style="list-style-type: none">• Highly developed organizational, time management, and communication skills and excellent interpersonal and problem-solving skills.• Strong computer skills with experience in Microsoft Office.• Capability to work in all facets relating to dentistry (e.g. mixing all materials).• Ability to work quickly and accurately.• Manual dexterity.• Ability to work in close association and cooperation with others as part of a team.• Demonstrated ability to exercise tact, discretion, good judgement, and initiative.• Demonstrated ability to clearly and accurately convey information.• Ability to prioritize tasks and multi-task; demonstrated punctuality, work dependability.• Ability to act with sensitivity and empathy when responding to diverse groups of individuals.
Method of Application	<p>Resume and cover letter to be emailed to the Dentistry HR Office Human.Resources@dentistry.utoronto.ca with the subject line “Dental Assistant Internship” by the application deadline of October 4, 2023.</p>
Contact Information (Email address):	<p>Human.Resources@dentistry.utoronto.ca</p>
Date Posted:	<p>September 6, 2023</p>