

DENTAL ASSISTING INSTRUCTORS
(PART-TIME)

J. Sargeant Reynolds is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 20,000+ credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College's Website: <http://www.reynolds.edu>.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. We are seeking adjunct instructors to teach Dental Assisting classes and/or a Dental Radiology class. Classes will be held on the Downtown Campus only.

TYPE OF APPOINTMENT:	Part-time adjunct teaching faculty-ranked appointment. Salary commensurate with the education and experience of the applicant.
QUALIFICATIONS REQUIRED:	Bachelor's degree. Two years of current occupational experience in dental assisting using four-handed dentistry skills. Must have current Certified Dental Assistant (CDA) credential or eligible to sit and pass the Dental Assisting National Board exam within the first semester of teaching. Licensed Dental hygienists must pass CDA exam to teach assisting courses. Current state-licensed dentist is not required to obtain additional certification. Degree must include coursework in educational theory and methodology or candidate must complete an educational theory and methodology course within first semester of teaching. Current CPR certification. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Current CDA with previous experience teaching dental assisting courses with coursework in educational theory and methodology. At least five years of current occupational experience in dental assisting using four-handed dentistry skills. Experience with Microsoft Office, Blackboard, PeopleSoft, and SharePoint. Demonstrated ability to work with a widely diverse faculty, staff, and student population. Demonstrated ability to communicate effectively, both orally and in writing.
APPLICATION PROCESS:	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://jobs.agencies.virginia.gov . For full consideration, the cover letter, resume or curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.
CONTACT INFORMATION:	Emily Duncan, Senior Recruiter Phone: (804) 523-5874 Email: eduncan@reynolds.edu

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other nonmerit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.