



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية طب الأسنان | College of Dentistry



Job Description Manual

College of Dentistry

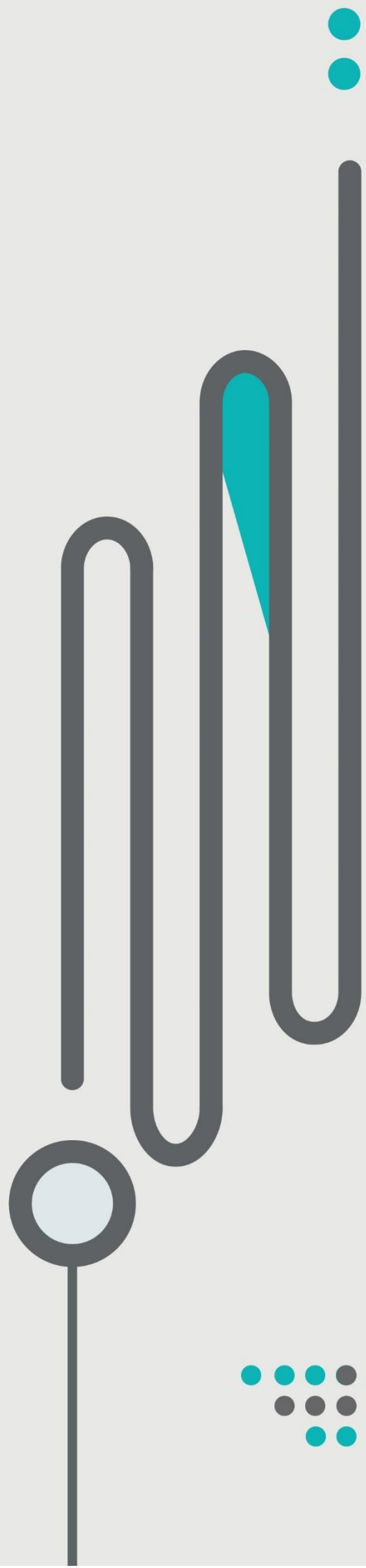


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College Administration



College Dean

Job Summary

The Dean acts as the Chief Administrative Officer, with responsibilities for all academic, administrative, and financial affairs of the College.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

1. Provide leadership toward achievement of the College's Mission and Goals.
2. Provide leadership and oversight of the Strategic Planning process to ensure its implementation across the institution.
3. Provide supervision and implementation of Quality Management Plan to ensure improvement of organizational performance.
4. Supervise and coordinate the efforts to achieve programmatic outcomes.
5. Provide leadership to ensure the development, implementation and continuous compliance with University and College academic, administrative, and departmental policies and procedures at all levels.
6. Ensure collaborative leadership and coordination among departments and disciplines across the College and the University.
7. Provide leadership for the planning and implementation of the College's curriculum.
8. Provide oversight of the College's budgeting process to ensure and maintain financial discipline.
9. Provide oversight for College policies and procedures that affect the recruitment and retention of qualified faculty and staff.
10. Implement a robust system for evaluation and supervision of faculty and staff.
11. Provide leadership to promote and sustain research and other scholarly activities.

12. Provide leadership to promote a positive work environment that is conducive to teaching, learning, and the provision of patient-centered clinical care.
13. Ensure College compliance with the appropriate rules and regulations of the Ministry of Education (MOE).
14. Serve as a member of the Dean's Council and University Planning Advisory Council.

PERIODIC RESPONSIBILITIES

1. Provide leadership of the College to ensure EEC-NCAAA as well as international accreditation.
2. Ensure the procurement of contemporary equipment and facilities for effective teaching, learning and patient-centered clinical care.
3. Represent the College and the University at appropriate regional and international meetings.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

QUALIFICATIONS

1. DDS, DMD, PhD, or equivalent degree, with academic experience commensurate with an appointment at the rank of Professor.
2. Diplomate Status through American specialty board (as appropriate)

WORK EXPERIENCE

(state nature and duration of work experience required)

1. Minimum of 5 years of administrative experience as dean, vice dean, director, or department chair.
2. Demonstrated experience in fiscal management.
3. Demonstrated leadership skills in an academic setting.
4. Demonstrated excellent oral and written communication skills.
5. Demonstrated organizational skills.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Demonstrated leadership and motivational skills.
- Demonstrated excellence in oral and written communication skills.
- Demonstrated exceptional interpersonal skills.
- Demonstrated effectiveness in team-building and collaborative leadership.
- Demonstrated knowledge and experience of budgets and other fiscal matters.
- Strong record of scholarly activity.
- Commitment to inter professional education.
- Demonstrated ability to work under duress.

Vice Dean for Academic Affairs

Job Summary

Planning, development, coordination, and supervision of all of the educational activities of the College, directed towards achieving the defined outcomes of the program. Support College Dean in his endeavors for developing college into a center for academic excellence in the region.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Academic:

- 1.Ensure academic discipline in the College.
- 2.Provide leadership for the department chairs in aligning the departmental goals, objectives, learning outcomes, and curricular competencies with those of the College.
- 3.Provide leadership to ensure that the curriculum is contemporary and integrated among departments and disciplines.
- 4.Manage and coordinate the accreditation process for the College.
- 5.Ensure that all educational and assessment methodologies are consistent with College outcomes and competencies.
- 6.Provide leadership and support to the Curriculum Committee and provide oversight and support for regular and timely curriculum review and revision
- 7.Develop, implement, and oversee a faculty and course evaluation system
- 8.Ensure the development and implementation of an academic calendar that supports curricular integration among departments and disciplines and includes the identification and scheduling of elective courses.
- 9.Supervise the distribution of academic responsibilities for College faculty, lecturers, and demonstrators.
- 10.Supervise the development and revision of all course outlines, outcomes, and competencies.

11. Supervise the recording, maintenance, and security of all student records (in cooperation with the Registrar's Office).
12. Provide oversight and monitoring of student academic performance (in cooperation with the Registrar's Office).
13. Present reports of student academic progress and prepare/present reports to the Faculty Board for discussion and final approval.
14. Coordinate and supervise an academic counseling program for students, including the identification and assignment of academic advisors.
15. Provide supervision and oversight of policies and procedures regarding the planning and implementation of assessments and final examinations that are consistent with the Ministry of Education (MOE).
16. Provide oversight for the continuing development and operation of the College Library, ensuring its effectiveness as a contemporary resource center for faculty and students.
17. Coordinate, support, and oversee faculty development and training activities provided by the Department of Dental Education.
18. Establish collaboration programs and faculty/student exchange programs with national and international academic institutions.

Administrative:

1. Ensures compliance with applicable Ministry of Education (MOE.) institutional rules and regulations in the College.
2. Undertake complex tasks involving creation, teamwork and coordination among different departments of the College, other colleges of the University and University Hospital promoting better educational and training opportunities for the college students and interns.
3. Participate in the annual budgeting process for faculty hiring and procurement of latest equipment and supplies essential for quality teaching and learning of the students.
4. Improve human resource management of the division through appropriately skilled staff hiring, transparent performance evaluation, and retention of qualified and competent staff, teamwork and effective delegation while maintaining a conducive and safe working environment.
5. Supervise maintenance of facilities and technological capacity needed for effective learning and teaching of the students in the College.

6. Administer the College admissions program; supervise the College Registrar for compliance to the admissions policy and procedure.
7. Ensure maintenance of students' academic record and data in a scientific and confidential manner. Use the data for analysis and trending the students' progress.
8. Coordinate completion of grade rolls for College and University files.
9. Coordinate review of requests for student transfers to the College.
10. Coordinate and facilitate student and faculty retention efforts in the College
11. Liaise with and develop effective coordinators with related deanships of the Imam Abdulrahman Bin Faisal University for various common interdepartmental functions.

Research and Scholarly Activities:

1. Encourage and provide environment for faculty research and scholarly activities.
2. Support faculty for acquiring research grants

Quality Assurance:

1. Be a role model and lead the Academic Affairs Division towards achieving college's vision and goals for academic excellence.
2. Coordinate, support and monitor the functioning of the Departmental Chairs and their departments to achieve the program's Learning Outcomes.
3. Prepare division for Education and Training Evaluation Commission (ETEC) and other international accreditation.
4. Ensure implementation and compliance to academic policies and procedures and discipline in the College.
5. Monitor and review courses out lines for specifications and learning outcomes.
6. Review course reports from departments and analyze if taught courses are in alignment with the course specifications and LOs.
7. Review reports of surveys (Course Evaluation Survey [CES], Student Experience Survey [SES], Program Evaluation Survey [PES], Alumni and employees) audit for infection control and medical record reviews and take appropriate actions when needed.
8. Monitor the trends of various academic KPIs and take appropriate actions when needed

PERIODIC RESPONSIBILITIES:

1. Represent the College on the assigned University Committees.
2. Participate actively in assigned college committees
3. Organize Annual College Symposium
4. Perform duties as Acting Dean in the absence of the Dean.
5. Represent the Dean and the University at appropriate regional and international meetings when the College Dean is unavailable.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

1. DDS, DMD, PhD in the health sciences, or equivalent.
2. Faculty with an academic rank of Assistant Professor or higher.

WORK EXPERIENCE

(state nature and duration of work experience required)

1. At least 5 years' experience as dental or health sciences faculty.
2. Demonstrated leadership role on a Curriculum Committee(s) in a dental or health sciences school.
3. Demonstrated knowledge/experience in the accreditation process for dental schools, such as the NCAAA.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Demonstrated leadership and motivational skills.
- Demonstrated excellence in oral and written communication skills.
- Demonstrated exceptional interpersonal skills.
- Demonstrated effectiveness in team-building and collaborative leadership.
- Demonstrated knowledge and experience of budgets and other fiscal matters.
- Strong record of scholarly activity.
- Commitment to inter professional education.
- Demonstrated ability to work under duress.

Vice Dean for Clinical Affairs

Job Summary

Planning, development, coordination, and supervision of all the educational activities of the College, directed towards achieving the defined outcomes of the program creating conducive environment for dental education and procedural training while providing compassionate dental care to patients. Support College Dean in his endeavors for developing college into a center of excellence for dental academics and care in the region.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Academic:

- 1.Ensure excellent dental clinical training for students maintaining an ethical and professional environment in the dental clinics.
- 2.Collaborate and coordinate with the Division of Academic Affairs to accomplish goals, objectives and learning outcomes of the College.
- 3.Undertake complex tasks involving creation, teamwork and coordination among different departments of the college, other colleges of the university and university hospital promoting better educational and training opportunities for the college students and interns.
- 4.Establish collaboration with various national and regional dental hospital clinics for sharing and common learning of students and interns.

Administrative:

- 1.Ensures compliance with applicable Ministry of Education (MOE.) institutional rules and regulations in the College.
- 2.Participate in the annual budgeting process for staff hiring and procurement of latest equipment and supplies essential for quality teaching and learning of the students and provision of quality dental care to the patients.
- 3.Improve human resource management of the division through appropriately skilled staff hiring, transparent performance evaluation, and retention of skilled staff, teamwork and effective delegation while maintaining a conducive and safe working environment.
- 4.Supervise maintenance of facilities and equipment in the dental clinics.

Research and Scholarly Activities:

Provide and support research activities among academic and clinical affairs divisions.

Quality Assurance:

- 1.Be a role model and lead the Clinical Affairs Division towards achieving college's vision and goals for academic excellence.
- 2.Prepare division for Education and Training Evaluation Commission (ETEC) and other international accreditation.
- 3.Lead development, implementation and compliance of policies, procedures and guidelines for maintaining discipline and promoting ethical and professional clinical practice in the dental clinics.
- 4.Lead development, implementation and compliance to the Infection Control Program in the dental clinics.
- 5.Review reports of surveys (Course Evaluation Survey [CES], Student Experience Survey [SES], Program Evaluation Survey [PES], Alumni and employees) audit for infection control and medical record reviews and take appropriate actions when needed.
- 6.Monitor the trends of various related KPIs and take appropriate actions when needed

Periodic:

1. Represent the College on the assigned University Committees.
2. Participate actively in assigned college committees
3. Take charge and perform duties as Acting Dean in the absence of College Dean

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

1. Ph. D or equivalent
2. Assistant Professor or Higher

WORK EXPERIENCE

(state nature and duration of work experience required)

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

1. Positive attitude
2. Effective leadership skills
3. Multi-tasking, analyzing and decision making skills
4. Excellent communication and interpersonal skills
5. Ability to lead the team for achieving goals and objectives of the institution
6. Effective delegation of responsibilities and tasks with regular follow ups
7. Ability to work under stress

Vice Deanship for Scientific Research and Innovation

Job Summary

Planning, development, coordination, and supervision of all of the educational activities of the College, directed towards achieving the defined outcomes of the program. Support College Dean in his endeavors for developing college into a center for academic excellence in the region.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Academics:

1. Supervision of the review of admission requirements in the programs of graduate studies and development.
2. Supervising the graduate studies in the college and its tests and committees.
3. Follow up all graduate students from the beginning of registration to graduation.
4. Follow-up scholarship students and communicate with them from the start of scholarship until the end.
5. Follow up faculty members and encourage them to adhere to the university plan to activate research and innovation in coordination with the VD supporting the Vice Rector of the university for graduate studies and scientific research and submit annual reports.
6. Follow up faculty publishing rewards.

Administrative:

- 1.To develop collaboration between the College and the University in all that is related to the teaching staff members and their research achievements.
- 2.To continuously supervise and follow up any updates received by the College and the University with regard to the studies, conferences, symposiums, scientific forums and workshops, and keep the departments up to date about them.
- 3.To furnish the departments with the administrative and academic regulations required for each of the following transactions, received from the Office of the Vice Deanship for Scientific Research and Innovation.
- 4.To prepare the transactions which are issued by the College to the University and ensure and check they are complete and correct as per the required administrative and academic procedures and regulations for each of the following transactions:
 - Conferences and symposiums attendance forms
 - Reports of finishing a scientific mission
 - Plans of joint or subsidized researches
 - Applications for academic promotions
 - Applications of leave for scientific research purpose
- 5.To coordinate and follow up students' research at the College
- 6.To open channels with the research entities outside the University.
- 7.To coordinate and arrange for opening new horizons in the College such as post-graduate studies.
- 8.To utilize the fields of scientific research for serving the society.
- 9.Follow-up updating the College's website regarding its agency and its administrative units.

Research and Scholarly Activities:

- 1.Supervising the activities of the College in the field of scientific research and the development of its capacity.
- 2.Oversee the provision of material support for research from the University and from outside the university.
- 3.Receiving and following up the needs of the departments of researchers, faculty members and repeaters in different disciplines.
- 4.Supervising the follow-up of my college graduates abroad.

5. Receive the files of graduate students applying to the Deanship of Graduate Studies and distributing them to different departments in the college.
6. Receive the departmental decisions regarding postgraduate applications and send them to the Deanship of Postgraduate Studies after being approved by the College Council.
7. Supervising the applications for postponement and apology from non-study, as well as deletions and additions in accordance with the regulations and decisions issued in this regard for postgraduate students.
8. Coordinating with the Deanship of Scientific Research at the University and the Research Center and obtaining support for it.
9. Coordination with the Department of attracting faculty members and researchers at the university in relation to the process of polarization.
10. Encouraging the establishment of distinguished practical chairs or research centers.
11. Provide periodic reports to the Dean of the College on the progress of his units in accordance with the tasks assigned, and the difficulties encountered.
12. Supervising the implementation of the assigned subjects related to graduate studies and scientific research.
13. Support faculty for acquiring research grants

Quality Assurance:

1. Encourage scientific departments to provide quality programs in postgraduate studies and follow-up the stages of submission of these programs.
2. Oversee the development of the research strategy and plan and develop mechanisms to implement it in the college.

PERIODIC RESPONSIBILITIES:

1. Represent the College on the assigned University Committees.
2. Participate actively in assigned college committees

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

1. DDS, DMD, PhD in the health sciences, or equivalent
2. Faculty with an academic rank of Assistant Professor or higher

WORK EXPERIENCE

(state nature and duration of work experience required)

1. At least 5 years' experience as dental or health sciences faculty
2. Demonstrated leadership role on a Curriculum Committee(s) in a dental or health sciences school
3. Demonstrated knowledge/experience in the accreditation process for dental schools, such as the NCAAA

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Demonstrated leadership and motivational skills
- Demonstrated excellence in oral and written communication skills
- Demonstrated exceptional interpersonal skills
- Demonstrated effectiveness in team-building and collaborative leadership
- Demonstrated knowledge and experience of budgets and other fiscal matters
- Strong record of scholarly activity
- Commitment to inter professional education
- Demonstrated ability to work under duress

Vice Deanship for Development and Community Partnership

Job Summary

Planning, development, coordination, and supervision of all the Quality Development and Improvement activities of the College to achieve accreditation of the College by renowned national and international accreditation agencies. Support College Dean in his endeavors for developing college into a center of excellence for dental academics and care in the region.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Quality Assurance:

1. Infuse a culture of quality through trainings, workshops and lectures in collaboration with the Deanship for Quality and Academic Accreditation (DQAA), Imam Abdulrahman Bin Faisal University.
2. Contribute to achieve strategic goals of the College of Dentistry, Imam Abdulrahman Bin Faisal University related to quality and academic accreditation.
3. Prepare and implement unit specific strategic plan which is aligned with the strategic plan of the College.
4. Implement and execute the standards of the management of Quality and Academic Accreditation in the College according to the Education and Training Evaluation Commission (ETEC) requirements.
5. Create a follow-up mechanism, including time schedule for implementing the processes of improvement of quality and academic accreditation in academic departments in line with the results of self-study and EEC-NCAAA recommendations after site visit.
6. Facilitate all departments and committees for implementation of quality standards.

7. Ascertain the actual data for all approved Key Performance Indicators (KPIs) of the courses, programs, teaching methods, assessment, practical training, results of female students' achievements and quality outcomes in collaboration with the DQAA.
8. Implement approved continuous assessment systems of surveys (CES, PES and SES) according to EEC-NCAAA requirements.
9. Hold regular meetings of Vice Deanship for Development and Community Partnership (VDD&CP), with appropriate agenda and recording of meeting minutes.
10. Prepare an annual report and present it to the College Dean for approval and forward a copy to the Supervisor General, DQAA.

Administrative:

1. Ensures compliance with applicable Ministry of Education (MOE) institutional rules and regulations in the College.
2. Improve human resource management of the division through appropriately skilled staff hiring, transparent performance evaluation, and retention of skilled staff, teamwork and effective delegation while maintaining a conducive and safe working environment.

Research and Scholarly Activities:

Initiate, provide and support departmental staff to carry out research activities related to "Quality in an academic and healthcare" setting.

PERIODIC RESPONSIBILITIES

1. Represent the College on the assigned University committees.
2. Participate actively in assigned College committees

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS:

- Ph. D or equivalent
- Assistant Professor or Higher
- Preferably recognized qualification related to Quality

WORK EXPERIENCE

(state nature and duration of work experience required)

Must have good knowledge and experience of Quality management tools and accreditation standards.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Positive attitude
- Effective leadership skills
- Multi-tasking, analyzing and decision-making skills
- Excellent communication and interpersonal skills
- Ability to lead the team for achieving goals and objectives of the institution
- Effective delegation of responsibilities and tasks with regular follow ups
- Ability to work under stress.

Director of Administration & Finance

Job Summary

Managing overall daily administrative functions of the College, preparation of annual budget for the College and maintenance of financial discipline, facility management, coordinate with and facilitate various departments in the College and University for accomplishing different assigned tasks and responsibilities related to the College's operations. Support the Dean to maintain administrative discipline in the College and other functions related to administration.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Administrative:

- 1.Ensures compliance with applicable Ministry of Education (MOE) and University rules and regulations in the College.
- 2.Undertake complex tasks involving creation, teamwork and coordination among different departments of the college and university and provide excellent administrative support to the College.
- 3.Participate in the annual budgeting process and prepare final budget in consultation with the College Dean to project the annual strategic and financial plans for submission to the University administration.
- 4.Review operating costs and suggests cost-saving measures.
- 5.Work with human resources staff on hiring of personnel, maintaining personnel records, and ensuring personnel policies are up to date.
- 6.Oversee facilities management and upkeep.
- 7.Ensure smooth purchasing process and supplies for the College.
- 8.Coordinate with the companies responsible for maintenance and care of equipment in the dental clinics and dental laboratories.

9. Monitor the companies providing upkeep and maintenance of the College buildings, Janitorial and labor service and hazardous waste management to provide a safe working environment in the College for the staffs and patients.

10. Manage the overall daily office operations; negotiate contracts in the best interest of the College.

Periodic:

1. Serve effectively and efficiently on the assigned University / College Committees.

2. Actively participates in Preparations of College's Annual Symposium.

3. Develop and manage budget for all administrative departments,

4. Liaise with university administration for better coordination and to stream line various common and independent administration function.

5. Performs all other duties as assigned by the College Dean.

Quality Assurance:

1. Provide support towards achieving college's vision and goals for academic and clinical excellence.

2. Closely work with the departmental heads for implementation of and compliance to policies and procedures.

3. Assist the Medical Director for development and implementation of an effective Radiation Protection Program in the dental clinics.

4. Monitor the trends of various related KPIs and take appropriate actions when needed.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

Postgraduate degree in finance and preferably administration as well.

WORK EXPERIENCE

(state nature and duration of work experience required)

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Effective leadership skills
- Ability to lead the team for achieving goals and objectives of the division and the institution
- Multi-tasking, analyzing and decision making skills
- Excellent communication and interpersonal skills
- Ability to work under stress.

Departmental Chair

Job Summary

Responsible for administering the assigned academic department of the College. Included in the responsibilities are the active participation in teaching, learning, research, and scholarly activities, and mentoring and supervising the faculty

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Academic:

1. Establish annual departmental goals along with the goals of individual department faculty, and align the goals with those of the College.
2. Maintain academic standards and discipline in the department
3. Ensure compliance with applicable standards of the National Commission for Academic Accreditation and Assessment (NCAAA) and other international standards and develop departmental policies and procedures accordingly.
4. Serves as a mentor and role model for the faculty and staff as they educate and train the students to be knowledgeable, ethical, professional, compassionate, competent and safe dental practitioner who value service to their community.
5. Guide and support Course Director / Coordinators to develop effective course outline, course specifications and measurable Learning Outcomes (LO) according to National Commission for Academic Accreditation and Assessment (NCAAA) standards and the Learning and Teaching and Learning Resources; ensuring that they are consistent with the Learning Outcomes (LO) of the program; and ensuring they are achieved.

6. Submit, discuss and ensure the approval of course list, outline and schedules for each semester with the Vice Dean for Academic Affairs.
7. Support, monitor and evaluate department faculty to ensure the use of effective instructional methodologies to that achieve course Learning Outcomes (LO).
8. Develop a robust mechanism for effective and objective supervision and evaluation of the dental students by the faculty in the dental clinics and simulation labs according to the course requirements.
9. Ensure the timely submission of course reports by Course Directors to the Vice Dean for Academic Affairs at the end of the semester for quality assurance.
10. Ensure faculty's commitment and availability for advising, counseling and mentoring the students in their academic pursuits.
11. Support the internship program of the College by designating the appropriate faculty for supervisory responsibilities.

Administrative:

1. Assist the Vice Dean for Academic Affairs in the planning, organization, and implementation of the educational program, and curriculum to ensure the achievement of goals and objectives of the division of academic affairs and the College.
2. Plan and coordinate an effective professional development program with the Department of Dental Education for departmental faculty.
3. Manage faculty teaching loads appropriately along with their other responsibilities.
4. Prepare departmental budget (staffing, equipment, consumables etc.) for incorporation into the annual budget of the College.
5. Ensure departmental academic and professional discipline and compliance with institutional policies and procedures.
6. Conduct objective and criteria-based annual faculty performance evaluation.

Clinical:

- 1.Ensure that clinical faculty is supervising patient care that is contemporary and comprehensive in the College dental clinics.
- 2.Work with faculty and the medical director to reduce the patient waiting list in the department's faculty clinics.
- 3.Monitor and take corrective action for clinic cancellations.
- 4.Ensure faculty's compliance to with all clinical policies and procedures, including infection control guidelines and the appropriate documentation and handling of medical records.

Research and Scholarly Activities:

Provide support, guidance, and oversight for faculty in defining research projects, securing competitive grants, and completing research and publication in peer reviewed journals.

Quality Assurance:

- 1.Work closely with Quality and Planning Unit of the college and make effective contribution in the Quality Assurance program of the college.
- 2.Review various survey reports [Course Evaluation Survey (CES), Student Experience Survey (SES), Program Evaluation Survey (PES), Alumni and employees] and take appropriate corrective action when needed.

General:

Perform all other duties assigned by Vice Dean for Academic Affairs / College Dean

PERIODIC DUTIES/RESPONSIBILITIES

1. Serve effectively and efficiently on assigned college and university committees and duties assigned by the Dean.
2. Assist in the review and evaluation of the curriculum
3. Participate in faculty assembly and other meetings, when attendance is requested.
4. Participate in national and international academic medical and dental education conferences and symposia.
5. Organize and participate in seminars, workshops and other Continuing Dental Education (CDE) activities for faculty, students and community dentists.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, necessary to complete the responsibilities of the position.)

ACADEMICS

Ph. D or equivalent

WORK EXPERIENCE

(state nature and duration of work experience required)

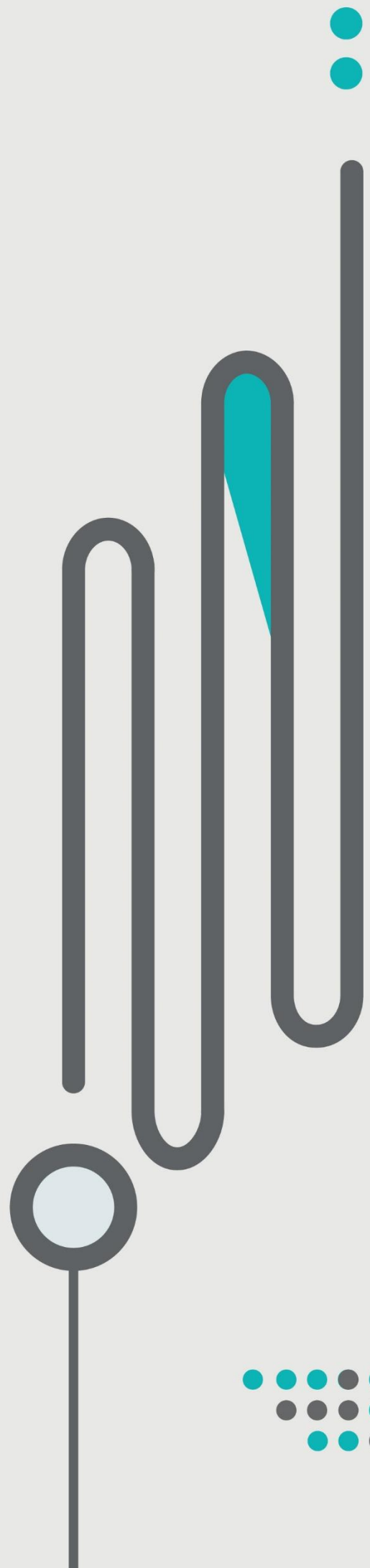
At least 3 years' experience as a dental faculty with demonstrated administrative or supervisory duties. Budgetary experience, along with faculty, staff, and student supervisory experience, is preferable.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Demonstrated experience with Microsoft Office software.
- Demonstrated ability to listen effectively and lead in a collaborative fashion.
- Demonstrated excellent written and oral communication skills and interpersonal skills.
- Demonstrated positive attitude and enthusiasm in dealing with faculty, staff, students, interns, and consultants.
- Demonstrated ability to working independently and in collaboration.
- Demonstrated ability to work effectively under stress.
- Demonstrated ability to effectively supervise personnel.
- Demonstrated ability to work effectively under stress.

Teaching Staff



Generic Faculty Responsibility

The following are descriptions of the general responsibilities of all faculty staff. However, each faculty or staff will be given a specific job description at the time of appointment.

Faculty and Staff are expected to:

1. Demonstrate commitment, professionalism, and good conduct, and adhere to all College and University rules and regulations, while adhering to the specific expectations of the faculty appointment.
2. Follow the latest developments in his/her areas of expertise and contribute to the advancement of his/her specialty through continual professional development.
3. Convey the latest developments in his/her areas of expertise to his/her students and instill into them the continued desire for knowledge and critical thinking skills.
4. Participate actively in the duties of the departmental faculty board and other committees and councils in which he/she is a member on the department level and that of the College / University; and to participate in community service activities carried out by the department, the College, and the university.
5. Dedicate his/her time to work exclusively for the College. Faculties are not allowed to work outside the College / University, without prior agreement, according to rules and regulations.
6. Report to the department chair any incident of gross misconduct by a student in his/her class for investigation and disciplinary action.
7. Typical teaching load along with other responsibilities of faculty, and their equivalent, is as follows:

S.N.	POSITION	TEACHING UNITS
1.	Professor	10
2.	Associate Professor	12
3.	Assistant Professor	14
4.	Lecturer	16
5.	Demonstrator	16

8. The teaching unit is a weekly theoretical lecture the duration of which is not less than 50 minutes, or, a practical or field session with duration not less than 100 minutes. The teaching unit continues for a full semester.

MORAL/ETHICAL RESPONSIBILITIES:

To ensure a positive learning environment for students, faculty should comply with all moral and ethical principles established by the College and the University in all academic and non-academic activities. These include:

1. Contributing to and in promoting the message of the College and the University by maintaining the highest standards of teaching and scientific research.
2. Demonstrating respect for students as individuals and serving as a role model for them.
3. Demonstrating collegiality, professionalism and respect when dealing with colleagues and staff. Verbal or physical threats or abuse is expressly forbidden.
4. Exercising intellectual honesty in the performance of academic and non-academic duties.
5. Respecting the special nature of the relationship between a faculty member and student, avoiding even the suspicion of exploitation or harassment. Personal relationships between a faculty and a student are strictly forbidden.
6. Protecting the academic freedom of students and avoiding comments that might degrade or discourage them because of their academic performance or for any other reason.
7. Examining and evaluating students on their performance in the course without any delay and providing them with regular reports regarding their performance.
8. Avoiding fraud in scientific research, which includes the feigning, forgery, or infringement of research, including copying or borrowing research data from others, or any other exercise that deviates from the accepted standards within the research community.
9. Protecting the reputation of the college and university by maintaining professional standards.
10. Respecting freedom of expression and the value of diverse opinions during discussion and exchange of ideas.
11. Avoiding the use of the name of the College or University in order to obtain personal benefits.
12. Disclosing any financial interests with companies or businesses that provide services or products to the College.
13. Commitment to the working hours necessary to complete their assigned responsibilities and understanding the need of for obtaining University approval before working in places other than University.
14. The proper use of College and University property and avoiding any action that might lead to the waste or misuse of resources.

Professor

Job Summary

The faculty should actively participate in teaching and learning activities, supervise and mentor the students, perform research and scholarly activities, provide oversight at clinical sessions, and perform assigned administrative duties.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Academic:

1. Continually serve as a role model, educate and train the students to be knowledgeable, ethical, professional, compassionate, and competent dental practitioners with an appreciation for and commitment to community service.
2. Accept the teaching responsibilities specified by the department, i.e., each a minimum of 10 credit hours per semester.
3. Time allocation (after prioritizing the department needs):
 - 50-60% Academic Activity
 - 10-20% Clinical Activity
 - 0-10% Administration
 - 20-30% Research Activity
 - % Professional Development
4. Deliver effective and contemporary lectures / tutorials that develop critical thinking in the students and an enthusiasm for becoming lifelong learners.

5. As Course Director / Coordinator, ensuring the development of course specifications, and measurable Learning Outcomes (LO) consistent with aligning with the National Qualification Framework (NQF) and Program Learning Outcome.
6. Prepare and submit timely course reports to the Vice Dean for Academic Affairs at the end of the semester through the Department Chair.
7. Designate regularly-scheduled "Student Hours" for advising, counseling, and mentoring the students in their academic and career pursuits.
8. Effectively supervise the students in the Dental clinics to enable them to enhance their clinical skills and judgment, discuss and establish treatment plans and the effective management of their patients. Also, supervise students effectively in the dental simulation laboratory as assigned.
9. Support the College internship program through active participation and direct supervision of interns as assigned by the department.
10. Maintain fair and clear standards for student assessment which reflect the actual academic progress of the student.
11. Report any sloppiness in student progress, such as academic difficulties or absence, to the course director, according to the regulations adopted by the College (Refer to Student Counseling Policy).
12. Comply with the evaluation schedule and all regulations pertaining to the examination/evaluation process.
13. Continually assess and improve the knowledge and skills in teaching and assessment methodologies.

Administrative:

1. Assist the Departmental Chair for the planning, organization and implementation of the educational program and curriculum.
2. Designate regularly scheduled weekly "office hours" for assigned administrative responsibilities.
3. Serve on College and University committees as assigned.

Research and Scholarly Activities Will Include:

1. Maintaining a consistent level of activity in research and scholarly activity, including the identification of research projects, securing competitive funding, completing the research, synthesizing research findings and publishing the results in peer reviewed journals.
2. Striving to make substantial contributions to educational research and community service.
3. Adherence to the ethical guidelines for research established by the College Scientific Research Committee and the University Research Council.
4. Presentation of research and scholarly work in prominent scientific meetings.
5. Appropriately indicating the affiliation with the College and the University when publishing scholarly activities or presenting research work that has been performed in the College/University.

Clinical Activities Will Include:

1. Attendance at assigned clinical sessions while demonstrating the utmost professionalism and ethical values.
2. Adherence to all clinical guidelines established by the Vice Dean for Clinical Affairs.
3. Appropriate reduction in patients' waiting time if any for your clinic.
4. Provision of quality and compassionate care to the patients in the dental clinics.
5. Completing appropriate, legible, and timely documentation of clinical notes in the patient's medical record.

Quality Assurance Activities Will Include:

1. Familiarity with the College's Vision, Mission and Strategic Goals.
2. Effectively contributing to the Quality Assurance program and related areas of the Strategic plan of the College.
3. Ensuring compliance with the all University and College policies and procedures in a fair and logical manner.
4. Following College / University guidelines regarding faculty duties and requirements and the effective use of teaching resources.

PERIODIC DUTIES/RESPONSIBILITIES

- 1.Participate and assist in the review and evaluation of the curriculum as assigned.
- 2.Actively participate in faculty assembly and other meetings, as appropriate.
- 3.Participate in national and international academic education conferences, skill development programs and symposia.
- 4.Participate in the planning and administration/execution of department and College symposiums, seminars or workshops.
- 5.Organize, conduct and participate in Continuing Dental Education (CDE) activities;
- 6.Perform any other duties assigned by the Department Chair / Vice Dean for Academic Affairs.

Community Service:

- 1.Actively participate in community service activities assigned by the College or University.
- 2.Consider timely oral health problems in the community for research, especially those related to the individual's area of expertise.
- 3.Actively promote prevention methods for oral health and other pertinent health problems in the community.
- 4.Actively participate in community awareness sessions and activities organized by the College or University.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING and WORK EXPERIENCE

(State the qualifications, nature and duration of work experience an employee should possess to complete the expectations of the position)

ACADEMIC QUALIFICATIONS

- 1.DDS, DMD, PhD, or equivalent
- 2.Have an academic appointment with corresponding academic rank in another recognized institution.

WORK EXPERIENCE

(state nature and duration of work experience required)

1. Minimal teaching experience of 5 years in a peer institution.
2. Clinical appointment in an accredited clinical setting.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Demonstrated experience with Microsoft Office software
- Demonstrated excellent written and oral communication skills and interpersonal skills
- Demonstrated positive attitude and enthusiasm in dealing with faculty, staff, students, interns, and consultants
- Demonstrated ability to working independently and in collaboration
- Demonstrated ability to work effectively under stress

Associate Professor

Job Summary

The faculty should actively participate in teaching and learning activities, supervise and mentor the students, perform research and scholarly activities, provide oversight at clinical sessions, and perform assigned administrative duties.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Academic:

1. Continually serve as a role model, educate and train the students to be knowledgeable, ethical, professional, compassionate, and competent dental practitioners with an appreciation for and commitment to community service.
2. Accept the teaching responsibilities specified by the department, i.e., each a minimum of 10 credit hours per semester.
3. Time allocation (after prioritizing the department needs):
 - 50-60% Academic Activity Maximum
 - 10-20% Clinical Activity
 - 0-10% Administration

- 20-30% Research Activity Minimum
-% Professional Development

- 4.Deliver effective and contemporary lectures / tutorials that develop critical thinking in the students and an enthusiasm for becoming lifelong learners.
- 5.As Course Director / Coordinator, ensuring the development of course specifications, and measurable Learning Outcomes (LO) consistent with aligning with the National Qualification Framework (NQF) and Program Learning Outcome.
- 6.Prepare and submit timely course reports to the Vice Dean for Academic Affairs at the end of the semester through the Department Chair.
- 7.Designate regularly scheduled “Student Hours” for advising, counseling, and mentoring the students in their academic and career pursuits.
- 8.Effectively supervise the students in the Dental clinics to enable them to enhance their clinical skills and judgment and discuss and establish treatment plans and the effective management of their patients. Also, supervise students effectively in the dental simulation laboratory as assigned.
- 9.Support the College internship program through active participation and direct supervision of interns as assigned by the department.
- 10.Maintain fair and clear standards for student assessment which reflect the academic progress of the student.
- 11.Report any sloppiness in student progress, such as academic difficulties or absence, to the course director, according to the regulations adopted by the College (Refer to Student Counseling Policy).
- 12.Comply with the evaluation schedule and all regulations pertaining to the examination/evaluation process.
- 13.Continually assess and improve the knowledge and skills in teaching and assessment methodologies.
- 14.Ensure positive learning environment for students.

Administrative Activities Will Include:

- 1.Assist the Departmental Chair in the planning, organization and implementation of the educational program and curriculum.
- 2.Designate regularly scheduled weekly “office hours” for assigned administrative responsibilities.
- 3.Serve on College and University committees as assigned.

Research and Scholarly Activities Will Include:

1. Maintaining a consistent level of activity in research and scholarly activity, including the identification of research projects, securing competitive funding, completing the research, synthesizing research findings and publishing the results in peer reviewed journals.
2. Striving to make substantial contributions to educational research and community service.
3. Adherence to the ethical guidelines for research established by the College. Scientific Research Committee and the University Research Council.
4. Presentation of research and scholarly work in prominent scientific meetings.
5. Appropriately indicating the affiliation with the College and the University when publishing scholarly activities or presenting research that has been performed in the College/University.

Clinical Activities will Include:

1. Attendance at assigned clinical sessions while demonstrating the utmost professionalism and ethical values.
2. Adherence to all clinical guidelines established by the Vice Dean of Clinical Affairs.
3. Appropriate reduction in patients' waiting time if any for your clinic.
4. Provision of quality and compassionate care to the patients in the dental clinics.
5. Completing appropriate, legible, and timely documentation of clinical notes in the patient's medical record.

Quality Assurance Activities will Include:

1. Familiarity with the College's Vision, Mission and Strategic Goals.
2. Effectively contributing to the Quality Assurance program and related areas of the Strategic plan of the College.
3. Ensuring compliance with the all University and College policies and procedures in a fair and logical manner.
4. Following College / University guidelines regarding faculty duties and requirements and the effective use of teaching resources.

PERIODIC DUTIES/RESPONSIBILITIES

- 1.Participate and assist in the review and evaluation of the curriculum as assigned.
- 2.Actively participate in faculty assembly and other meetings, as appropriate.
- 3.Participate in national and international academic education conferences, skill development programs and symposia.
- 4.Participate in the planning and administration/execution of department and College symposiums, seminars, or workshops.
- 5.Organize, conduct and participate in Continuing Dental Education (CDE) activities.
- 6.Perform any other duties assigned by the Department Chair / Vice Dean for Academic Affairs.

Community Service:

- 1.Actively participate in community service activities assigned by the College or University.
- 2.Consider timely oral health problems in the community for research, especially those related to the individual's area of expertise.
- 3.Actively promote prevention methods for oral health and other pertinent health problems in the community.
- 4.Actively participate in community awareness sessions and activities organized by the College or University.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING and WORK EXPERIENCE

(State the qualifications, nature and duration of work experience an employee should possess to complete the expectations of the position)

ACADEMIC QUALIFICATIONS

- 1.DDS, DMD, PhD, or equivalent
- 2.An academic appointment with corresponding academic rank in another recognized institution.

WORK EXPERIENCE

(state nature and duration of work experience required)

1. Teaching experience of 5 years in another recognized institution
2. An academic appointment with corresponding academic rank in another recognized institution.
3. Clinical appointment in an accredited clinical setting

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Demonstrated experience with Microsoft Office software.
- Demonstrated excellent written and oral communication skills and interpersonal skills.
- Demonstrated positive attitude and enthusiasm in dealing with faculty, staff, students, interns, and consultants.
- Demonstrated ability to working independently and in collaboration.
- Demonstrated ability to work effectively under stress.

Assistant Professor

Job Summary

The faculty should actively participate in teaching and learning activities, supervise and mentor the students, perform research and scholarly activities, provide oversight at clinical sessions, and perform assigned administrative duties.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Academic:

1. Continually serve as a role model, educate and train the students to be knowledgeable, ethical, professional, compassionate, and competent dental practitioners with an appreciation for and commitment to community service.
2. Accept the teaching responsibilities specified by the department, i.e. teach a minimum of 14 credit hours per semester.
3. Time allocation (after prioritizing the department needs):
 - 50-60% Academic Activity Maximum
 - 10-20% Clinical Activity
 - 0-10% Administration
 - 20-30% Research Activity Minimum
 - % Professional Development
4. Deliver effective and contemporary lectures / tutorials that develop critical thinking in the students and an enthusiasm for becoming lifelong learners.

5. As Course Director / Coordinator, ensuring the development of course specifications, and measurable Learning Outcomes (LO) consistent with aligning with the National Qualification Framework (NQF) and Program Learning Outcome.
6. Prepare and submit timely course reports to the Vice Dean for Academic Affairs at the end of the semester through the Department Chair.
7. Designate regularly scheduled "Student Hours" for advising, counseling, and mentoring the students in their academic and career pursuits.
8. Effectively supervise the students in the Dental clinics to enable them to enhance their clinical skills and judgment and discuss and establish treatment plans and the effective management of their patients. Also, supervise students effectively in the dental simulation laboratory as assigned.
9. Support the College internship program through active participation and direct supervision of interns as assigned by the department.
10. Maintain fair and clear standards for student assessment which reflect the academic progress of the student.
11. Report any sloppiness in student progress, such as academic difficulties or absence, to the course director, according to the regulations adopted by the College (Refer to Student Counseling Policy).
12. Comply with the evaluation schedule and all regulations pertaining to the Examination/evaluation process.
13. Continually assess and improve the knowledge and skills in teaching and assessment methodologies.
14. Ensure positive learning environment for students.

Administrative Activities Will Include:

1. Assist the Departmental Chair in the planning, organization and implementation of the educational program and curriculum.
2. Designate regularly scheduled, weekly "office hours" for assigned administrative responsibilities.
3. Serve on college and university committees as assigned.

Research and Scholarly Activities Will Include:

1. Maintaining a consistent level of activity in research and scholarly activity, including the identification of a research projects, securing competitive funding, completing the research, synthesizing research findings and publishing the results in peer reviewed journals.
2. Striving to make substantial contributions to educational research and community service.
3. Adherence to the ethical guidelines for research established by the College. Scientific Research Committee and the University Research Council.
4. Presentation of research and scholarly work in prominent scientific meetings.
5. Appropriately indicating the affiliation with the College and the University when publishing scholarly activities or presenting research that has been performed in the College /University.

Clinical Activities will Include:

1. Attendance at assigned clinical sessions while demonstrating the utmost professionalism and ethical values.
2. Adherence to all clinical guidelines established by the Vice Dean for Clinical Affairs.
3. Appropriate reduction in patients' waiting time if any for your clinic.
4. Provision of quality and compassionate care to the patients in the dental clinics.
5. Completing appropriate, legible, and timely documentation of clinical notes in the patient's medical record.

Quality Assurance Activities Will Include:

1. Familiarity with the College's Vision, Mission and Strategic Goals.
2. Effectively contributing to the Quality Assurance program and related areas of the Strategic plan of the College.
3. Ensuring compliance with all University and College policies and procedures in a fair and logical manner.
4. Following College / University guidelines regarding faculty duties and requirements and the effective use of teaching resources.

PERIODIC DUTIES/RESPONSIBILITIES

- 1.Participate and assist in the review and evaluation of the curriculum as assigned.
- 2.Serve on College and University committees as assigned.
- 3.Actively participate in faculty assembly and other meetings, as appropriate.
- 4.Participate in national and international academic education conferences, skill development programs and symposia.
- 5.Participate in the planning and administration/execution of department and College symposiums, seminars or workshops.
- 6.Organize, conduct and participate in Continuing Dental Education (CDE) activities.
- 7.Perform any other duties assigned by the Department Chair / Vice Dean for Academic Affairs.
- 8.Organize, conduct and participate in Continuing Dental Education (CDE) activities;

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING and WORK EXPERIENCE

(State the qualifications, nature and duration of work experience an employee should possess to complete the expectations of the position)

ACADEMICS

- 1.DDS, DMD, PhD, or equivalent.
- 2.Postgraduate Clinical Training

WORK EXPERIENCE

(state nature and duration of work experience required)

- 1.Teaching experience of 5 years in another recognized institution
- 2.Clinical appointment in an accredited clinical setting

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Demonstrated experience with Microsoft Office software.
- Demonstrated excellent written and oral communication skills and interpersonal skills.
- Demonstrated positive attitude and enthusiasm in dealing with faculty, staff, students, interns, and consultants.
- Demonstrated ability to working independently and in collaboration.
- Demonstrated ability to work effectively under stress.
- Demonstrated ability to effectively multi-task.

Job Summary

The faculty should actively participate in teaching and learning activities, supervise and mentor the students, perform research and scholarly activities, provide oversight at clinical sessions, and perform assigned administrative duties.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

Academic:

1. Continually serve as a role model, educate and train the students to be knowledgeable, ethical, professional, compassionate, and competent dental practitioners with an appreciation for and commitment to community service.
2. Accept the teaching responsibilities of the department, i.e., teach a maximum of 16 credit hours per semester.
3. Time allocation: after prioritize department needs:
 - 50-60% Academic Activity Maximum
 - 10-20% Clinical Activity
 - 0-10% Administration
 - 20-30% Research Activity Minimum
 -% Professional Development
4. Deliver effective and contemporary lectures / tutorials that develop critical thinking in the students and an enthusiasm for becoming lifelong learners.

5. As Course Director / Coordinator, ensuring the development of course specifications, and measurable Learning Outcomes (LO) consistent with aligning with the National Qualification Framework (NQF) and Program Learning Outcome.
6. Prepare and submit timely course reports to the Vice Dean for Academic Affairs at the end of the semester through the Department Chair.
7. Designate regularly-scheduled "Student Hours" for advising, counseling, and mentoring the students in their academic and career pursuits.
8. Effectively supervise the students in the Dental clinics to enable them to enhance their clinical skills and judgment, and discuss and establish treatment plans and the effective management of their patients. Also, supervise students effectively in the dental simulation laboratory as assigned.
9. Support the College internship program through active participation and direct supervision of interns as assigned by the department.
10. Maintain fair and clear standards for student assessment which reflect the academic progress of the student.
11. Report any sloppiness in student progress, such as academic difficulties or absence, to the course director, according to the regulations adopted by the College (Refer to Student Counseling Policy).
12. Comply with the evaluation schedule and all regulations pertaining to the examination/evaluation process.
13. Continually assess and improve the knowledge and skills in teaching and assessment methodologies.
14. Ensure positive learning environment for students.

Administrative Activities Will Include:

1. Assist the Departmental Chair in the planning, organization and implementation of the educational program and curriculum.
2. Designate regularly scheduled weekly "office hours" for assigned administrative responsibilities.
3. Serve on college and university committees as assigned.

Research and Scholarly Activities Will Include:

1. Maintaining a consistent level of activity in research and scholarly activity, including the identification of a research projects, securing competitive funding, completing the research, synthesizing research findings and publishing the results in peer reviewed journals.
2. Striving to make substantial contributions to educational research and community service.
3. Adherence to the ethical guidelines for research established by the College. Scientific Research Committee and the University Research Council.
4. Presentation of research and scholarly work in prominent scientific meetings.
5. Appropriately indicating the affiliation with the College and the University when publishing scholarly activities or presenting research that has been performed in the College/University.

Clinical Activities will Include:

1. Attendance at assigned clinical sessions while demonstrating the utmost professionalism and ethical values.
2. Adherence to all clinical guidelines established by the Vice Dean for Clinical Affairs.
3. Appropriate reduction in patients' waiting time if any for your clinic.
4. Provision of quality and compassionate care to the patients in the dental clinics.
5. Completing appropriate, legible, and timely documentation of clinical notes in the patient's medical record.

Quality Assurance Activities will Include:

1. Familiarity with the College's Vision, Mission and Strategic Goals.
2. Effectively contributing to the Quality Assurance program and related areas of the Strategic plan of the College.
3. Ensuring compliance with the all University and College policies and procedures in a fair and logical manner.
4. Following College / University guidelines regarding faculty duties and requirements and the effective use of teaching resources.

PERIODIC DUTIES/RESPONSIBILITIES

- 1.Participate and assist in the review and evaluation of the curriculum as assigned;
- 2.Actively participate in faculty assembly and other meetings, as appropriate.
- 3.Participate in national and international academic education conferences, skill development programs and symposia;
- 4.Participate in the planning and implementation of department and College seminars or workshops;
- 5.Organize, conduct and participate in Continuing Dental Education (CDE) activities;
- 6.Perform any other duties assigned by the Department Chair / Vice Dean for Academic Affairs.
- 7.Organize, conduct and participate in Continuing Dental Education (CDE) activities;

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

- 1.DDS, DMD,MBS or equivalent;
- 2.Post Graduate Clinical Training

WORK EXPERIENCE

(state nature and duration of work experience required)

- 1.Teaching experience of 5 years in an institution of repute
- 2.Clinical attachment in an accredited clinical setting

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Good computer skills.
- Excellent communication and interpersonal skills
- Positive attitude.
- Ability to working independently and in team
- Ability to work under stress
- Confident with pleasant personality to deal with students, interns and Consultants.

Demonstrator

Job Summary

The Demonstrator shall be responsible for co-teaching tutorials, labs and clinics in the college of dentistry courses. Teaching Assistants also perform many leadership, organizational and classroom management tasks to support both teaching staff and students.

REGULAR DUTIES/RESPONSIBILITIES

Academic:

1. Attend the course lectures for the assigned courses.
2. Teaching load of 10-12 hours per week of tutorials, labs, and clinics.
3. Assist in preparing courses' assignments and labs and answer keys for assignments under the guidance of the course director.
4. Conducting research under the supervision of the existing Faculty members.
5. Exams invigilation and attendance recording
6. Assist in grading assignments, quizzes, lab exams, pre-clinical, clinical and course exams.
7. Interact with the students using the discussion groups and forms on the LMS.
8. Submit a yearly report with his/her achievements.
9. Perform any other duties as assigned by the upper administration.

PERIODIC DUTIES/RESPONSIBILITIES

1. Participate in professional development activities
2. Serve on assigned college committees.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

1. A Bachelor's degree in Dentistry from an accredited university (minimum of very good or GPA 3.5/4.0).
2. Master's degree in one the above-mentioned specialties from an accredited University (GPA 3.5/4.0).

WORK EXPERIENCE

(state nature and duration of work experience required)

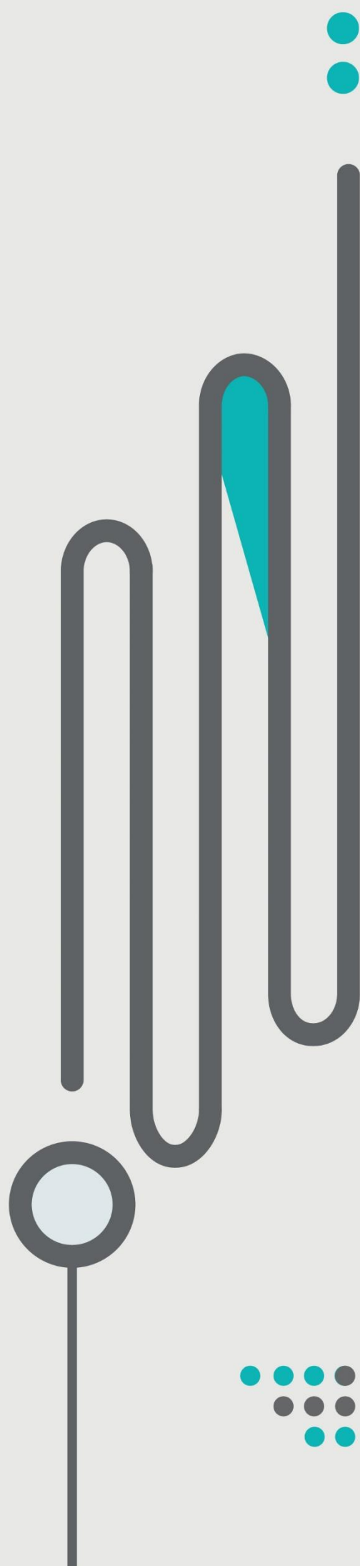
Teaching experience is a plus.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Strong IT skills and familiarity with the use of databases and the internet.
- The ability to work in a team.
- Good communication skills and the ability to work with people from a range of backgrounds and with a range of needs.
- Excellent English language command (writing and speaking).
- Administration and organizational skills.

Administration
Support Staff



Administrative Staff

Job Summary

The Administrative Staff is commonly the support position in a college Administration including various Vice deanships, departments, units, and committees. He/ She performs administrative support duties common to all departments as determined by the department head and works with a limited number of administrative and financial processes.

REGULAR DUTIES/RESPONSIBILITIES

Administrative:

1. Provides administrative support to a department by providing reception services, scheduling appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.
2. Assists faculty by answering questions and providing information, locating desired information and materials, typing, collating, or otherwise assisting in test preparation, preparing and/or proofreading manuscripts, correspondence, and other material, obtaining desk copies of textbooks, making travel arrangements, and preparing expense reports.
3. Assists students by determining who can best provide information needed by the student, providing basic and initial assistance to students with questions about classes, registration, permissions, etc. using established guidelines (information in course catalogs, departmental and college documents, and established policies and procedures), and assigning advisors.
4. Supports the work of the department by ordering/listing equipment and supplies, maintaining an inventory of office supplies, and utilizing the appropriate process to request.
5. Helps to organize and conduct departmental events, as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservations, and assisting with the event as it occurs.
6. May assist with the collection of credentials and other required material during searches and/or collect scholarship applications and admission applications to competitive admission programs.

7. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
8. Remains competent and current by attending professional development courses, software training classes, and courses and/or training sessions as directed by the Department Head or required by the college.
9. Supports the department by performing all other duties as assigned by the department head.

PERIODIC DUTIES/RESPONSIBILITIES

1. Participate in professional development activities
2. Serve on assigned college committees.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

A high school diploma or the equivalent and two years of general office experience or an equivalent combination of education and general office experience is required

WORK EXPERIENCE

(state nature and duration of work experience required)

2 years in same or related position in a renowned academic institution.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Keyboarding skills are required.
- A working knowledge of word processing and spreadsheet applications is required.
- Must have a working knowledge of or the ability to learn and use database applications, the web content management system, the administrative business system or enterprise resource planning system, and other systems or applications that may be used within the college or department.
- Must know how to operate and troubleshoot electronic office equipment, computers, and peripherals, maintain moderately complex filing systems and records, and make mathematical calculations.
- Effective verbal and written communication skills are required.
- Must be able to train, assign work, and review the work of student workers.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Registrar

Job Summary

Plans, organizes, and manages all activities in coordination with the Vice Dean for Academic Affairs (VDAA) related to the students admission and their matriculation into the College; manages the registration for the courses, records the dates of examinations and the student scores therein. He serves as the official and authorized custodian of all student records in the College.

REGULAR DUTIES/RESPONSIBILITIES

Administrative:

1. Responsible for collecting, recording, maintaining, and reporting student records and all information pertaining to student admission and matriculation, examinations, and grades.
2. Provide leadership and develop appropriate recommendations for the implementation of appropriate technologies in support of enhanced services offered through the Office of the Registrar.
3. Maintain the confidentiality and privacy of the records and the data related to students.
4. Collaborate with administrators, deans, faculty, IT, and counselors to facilitate and improve services to students, including College Prospectus, student registration/records, and policy matters.
5. Participate and serve on the Student Services Administration and support Team.
6. Lead initiatives as assigned by the Dean.
7. Organize and administer the records, registration, and graduation functions, including transcript evaluations, and provide maximum service to students while ensuring efficient and effective workflow.
8. Supervise the coordination, evaluation, and certification of all graduation applications, while overseeing the graduation process to include all elements of the rehearsal and ceremony.
9. Resolution of student disputes as they relate to records and registration.
10. Works closely with Biostatistician for analysis and trending of students' progress data.
11. Develop and implant policy and procedure to monitor low progression rate of the students and keep Vice Dean for Academic Affairs (VDAA) informed for corrective actions.

Quality Assurance:

1. Work closely with Biostatistician for analysis and trending of student progress data.
2. Develop and implement policies and procedures to monitor the academic difficulties of the students and keep Vice Dean for Academic Affairs (VDAA) informed on any corrective actions.

PERIODIC DUTIES/RESPONSIBILITIES

1. Perform all duties as assigned by Vice Dean for Academic Affairs (VD AA).
2. Participate in professional development activities
3. Serve on assigned college committees.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

Bachelor of Science Degree

WORK EXPERIENCE

(state nature and duration of work experience required)

5 years in same or related position in a renowned academic institution.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Demonstrated experience with Microsoft Office software.
- Demonstrated excellent written and oral communication skills and interpersonal skills.
- Demonstrated positive attitude and enthusiasm in dealing with faculty, staff, students, interns, and consultants.
- Demonstrated ability to working independently and in collaboration.
- Demonstrated ability to work effectively under stress.
- Demonstrated ability to effectively multi-task.

Librarian

Job Summary

Librarians work in college libraries organizing and managing the resources available to faculty, students and staff. Librarians work as coordinators with central library at University. Librarians with qualifications in information management can move into specialist roles involving advising organizations on managing and protecting data.

REGULAR DUTIES/RESPONSIBILITIES

Administrative:

1. Monitor and manage resources available including books, journals (both paper and electronic).
2. Select, acquire, and catalogue information using library and information software
3. Create, update, and manage electronic and printed information resources
4. Coordinate and deliver information and digital literacy sessions to students, researchers, and staff
5. Contribute to academic course development and liaise with academic departments
6. Assist researchers with literature searches using databases, printed resources, and the internet
7. Establish and maintain effective working relationships with academic staff and students, as well as external bodies such as suppliers
8. Manage and support the provision of reading lists and allocate length of loans
9. Take on responsibility, in some cases, for archives and other special collections
10. Assist with user enquiries, which may involve one-on-one advice sessions
11. Manage budgets in relation to your allocated subject areas/departments and, in some cases, purchase resources
12. Keep up to date with developments in the library sector and participate in professional groups or networks.

PERIODIC DUTIES/RESPONSIBILITIES:

- 1.Participate in professional development activities
- 2.Serve on assigned college committees.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

Bachelor of Science Degree

WORK EXPERIENCE

(state nature and duration of work experience required)

5 years in the same or related position in a renowned academic institution.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Strong IT skills and familiarity with the use of databases and the internet.
- The ability to work in a team.
- Good communication skills and the ability to work with people from a range of backgrounds and with a range of needs.
- Administration and organizational skills.

Maintenance Supervisor

Job Summary

Staff member will support the college in a variety of maintenance services as needed and/or assigned in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns.

REGULAR DUTIES/RESPONSIBILITIES

- 1.Coordinates institutional maintenance and repair of all property systems (i.e., Electrical Work, Plumbing, Painting, Sewage, Telephony, Masonry, etc.)
- 2.Supervise and coordinate all upkeep, maintenance and repair works and activities with the University administration and those assigned to contractor for cleanliness and maintenance of facility and environment.
- 3.Ensure timely completion of all maintenance service requests as assigned.
- 4.Timely inform / alert the Director of Administration and Finance of any unusual occurrence and/or damage that have taken place or that may occur.
- 5.Maintain a professional, courteous manner at all times with the College employees, vendors, contractors and fellow co-workers.
- 6.Carry pager/cell phone as required for on-call maintenance.

PERIODIC DUTIES/RESPONSIBILITIES

As and when assigned by the Director of Administration and Finance

JOB SPECIFICATIONS

- 1.Regularly survey the facility and utilities for upkeep at all times.
- 2.Ensures safety and security of all installations (electrical, water and sewerage, air conditioning, fire hoses and extinguisher, etc.)
- 3.Quickly responds to maintenance calls.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS:

Technical Diploma or High School graduate.

WORK EXPERIENCE

(state nature and duration of work experience required)

Two (2) years of experience for general maintenance work.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

1. Communicate with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.
2. Observe, record, and report unsafe working conditions.
3. Ensure safety standards in working with multiple services, tools and equipment.
4. Follow orders and complete work assignments with a minimum of supervision.
5. Distinguish frequencies, sounds, colors and odors in the operation of equipment in order to troubleshoot for repairs.
6. Read and interpret blueprints, sketches and schematics as they relate to buildings and utilities services systems.
7. Apply methods, practices and procedures in preventative maintenance, inspection, repair, renovation and minor construction of buildings and utilities.
8. Knowledge of miscellaneous office equipment (e.g. calculators, typewriters, computers, FAX machines, copiers, etc.)

Warehouse Manager

Job Summary

Provides materials, equipment, and supplies by directing receiving, warehousing, and distribution services; supervising staff.

REGULAR DUTIES/RESPONSIBILITIES

Administrative:

- 1.Strategically manage warehouse in compliance with University/College policies and vision
- 2.Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- 3.Complies with university, college and local and international warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- 4.Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- 5.Controls inventory levels by conducting physical counts; reconciling with data storage system.
- 6.Produce reports and statistics regularly (IN/OUT status report, dead stock report etc.)
- 7.Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- 8.Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- 9.Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- 10.Maintains warehouse staff by selecting, orienting, and training employees.
- 11.Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.

12.Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

13.Contributes to team effort by accomplishing related results as needed.

14.Receive feedback and monitor the quality of services provided

Periodic:

1.Serve effectively and efficiently on the assigned University / College Committees.

2.Actively participates in Preparations of College’s Annual Report.

3.Performs all other duties as assigned by the College Dean, Vice Dean for Clinical Affairs and Director for Administration.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

BS degree in logistics, supply chain management or business administration

WORK EXPERIENCE

(state nature and duration of work experience required)

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Proven work experience as a warehouse manager
- Expertise in warehouse management procedures and best practices
- Proven ability to implement process improvement initiatives
- Strong knowledge of warehousing Key Performance Indicators (KPIs)
- Hands on experience with warehouse management software and databases
- Leadership skills and ability to manage staff
- Strong decision making and problem-solving skills
- Excellent communication skills

Information Technology (IT) Supervisor

Job Summary

Staff member will direct, supervise and provide support to the information technology service and systems, including but not limited to network software, application services, web applications, technology infrastructure, server systems and software, desktop computer support and telecommunications function for the College of Dentistry.

REGULAR DUTIES/RESPONSIBILITIES

1. Coordinate activities by scheduling work assignments, setting priorities and directing the work of IT services.
2. Review, evaluate and recommend hardware/software purchases as they relate to the College of Dentistry and Dental Hospital's goals and objectives.
3. Establish and monitor policies and procedures for systems, operations and security functions.
4. Identify staff development and training needs of faculty and staff and ensure training is obtained.
5. Supervise the ordering and inventory of equipment and spare parts.
6. Ensure proper installation of IT related equipment.
7. Collaborate with all departments to provide solutions for technology needs.
8. Perform other duties as assigned by the Director of Administration and Finance.

PERIODIC DUTIES/RESPONSIBILITIES

As and when assigned by the Director of Administration and Finance

JOB SPECIFICATIONS

1. Provide outstanding customer service to faculty, staff and students.
2. Work efficiently and professionally as a member of a team.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

1. Preferably Bachelor's degree in computer science or equivalent
2. Diploma in Computer Technology

WORK EXPERIENCE

(state nature and duration of work experience required)

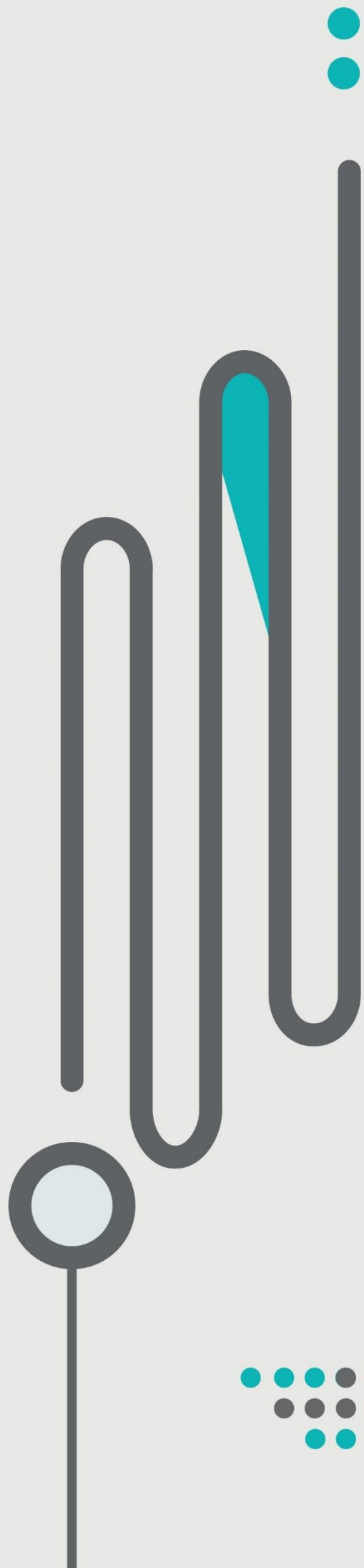
1. Two (2) years of experience for general computer technical support

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

1. Local and wide area network concepts and techniques, including wireless technology
2. Computer programming to include at least two computer languages.
3. Managing and controlling the network-troubleshooting the problems within the network- Hardware /Software maintenance
4. Knowledge in switch configuration and must be excellent in computer applications
5. Knowledge and familiarity in handling different operating system and commands.

Technical
Support Staff



Dental Assistant/Dental Nurse

Job Summary

Creates and implements all strategies, policies, procedures and best practices needed to support the optimal performance of a laboratory facility.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

- 1.Ensure that dental clinics deliver high quality and compassionate care to every patient.
- 2.Responsible for the operational readiness of the clinical section of the college according to agreed schedule.
- 3.Assist Medical Director in optimizing the efficiency of the clinical sessions to better serve our students, faculty members and patients.
- 4.Promote teamwork and assign responsibilities to the dental assistants for effective and efficient working.
- 5.Responsible for ensuring dental equipment is working properly and be point of contact with supply representatives and service technicians.
- 6.Responsible for ordering dental supplies and managing inventory by liaison with dental assistants and Medical Director.
- 7.Monitor and supervise working of coordinators for infection control, in-patient management, dental records, instruments dispensary and statistics.
- 8.Ensure all patients are guided through before treatment, having proper care, and educated in oral hygiene instruction, and are provided postoperative instructions.
- 9.Coordinate closely with the Patients Relations Officer and the receptionists for providing quality care and service to the patients and their families.
- 10.Ensure compliance with the institutional as well as government regulations, policies, and procedures.

- 11.Ensure implementation and compliance of infection control program in the dental clinics.
- 12.Monitor dental assistant for any occupational health hazards.
- 13.Supervise calibration and maintenance of machinery and equipment in the dental clinics on regular basis and ensure appropriate record is maintained by the Equipment Maintenance Officer.
- 14.Keep the Medical Director and Vice Dean for Clinical Affairs informed for the working of the dental clinics, any requirements, and replacement or purchasing of new equipment and machinery.

PERIODIC DUTIES/RESPONSIBILITIES

- 1.Perform all duties as assigned by the Medical Director.
- 2.Participate in assigned committee.
- 3.Assist with the recruiting and hiring, as well as responsible for the training of new dental assistants.
- 4.Responsible for training and developing the dental assistants.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

- BDS from a recognized institution or
- Diploma course for Dental technician from a recognized institution

WORK EXPERIENCE

(state nature and duration of work experience required)

Preferably 5 years in a renowned institution

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

1. Well versed with the IT and computer skills.
2. Excellent communication and interpersonal skills.
3. Ability to work independently and in team.
4. Ability to work under stress.
5. Confident with pleasant personality to deal with students, interns, and Consultants.

Dental Lab Technician

Job Summary

Construct and repair dentures, bridges, crowns, and other artificial tooth replacement devices (prosthetics) that dentists order for patients. Work on the dentist's written instructions only.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

REGULAR DUTIES/RESPONSIBILITIES

1. Read prescriptions or specifications and examine models and impressions in order to determine the design of dental products to be constructed.
2. Fabricate, alter, and repair dental devices such as dentures, crowns, bridges, inlays, and appliances for straightening teeth.
3. Test appliances for conformance to specifications and accuracy of occlusion, using articulators and micrometers.
4. Evaluate functionality of casts. Place dental casts on apparatus that mimics bite and movement of patient's jaw.
5. Melt metals or mix plaster, porcelain, or acrylic pastes; and pour materials into molds or over frameworks in order to form dental prostheses or apparatus.
6. Prepare metal surfaces for bonding with porcelain to create artificial teeth, using small hand tools.
7. Remove excess metal or porcelain, and polish surfaces of prostheses or frameworks, using polishing machines.
8. Create a model of patient's mouth by pouring plaster into a dental impression and allowing plaster to set.
9. Apply porcelain paste or wax over prostheses frameworks or setups, using brushes and spatulas.
10. Fill chipped or low spots in surfaces of devices, using acrylic resins.

11. Prepare wax bite-blocks and impression trays for use.
12. Mold wax over denture set-ups in order to form the full contours of artificial gums.
13. Train and supervise other dental technicians or dental laboratory bench workers.
14. Rebuild or replace linings, wire sections, and missing teeth in order to repair dentures.
15. Shape and solder wire and metals frames or bands for dental products.
16. Performs routine, preventive maintenance on equipment used.
17. Follow infection control policies, procedures, and guidelines.

PERIODIC DUTIES/RESPONSIBILITIES

1. Perform all duties as assigned by the Director Dental Laboratories
2. Participate in professional development activities
3. Serve on assigned college committees.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

Diploma course for Dental technician from a recognized institution

WORK EXPERIENCE

(state nature and duration of work experience required)

Preferably 5 years in a renowned institution

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Excellent communication and interpersonal skills
- Ability to working independently and in team
- Ability to work under stress
- Confident with pleasant personality to deal with students, interns and Consultants.

Research Laboratory Technician

JOB SUMMARY

Provide technical support for effective and optimum functioning of the College research laboratory, adhering to applicable protocols, regulations and safety guidelines.

DUTIES AND RESPONSIBILITIES

1. Prepare specimens and samples for conducting scientific investigations, diagnosis, experiments and study.
2. Perform routine tasks precisely following correct methodologies to carry out analysis.
3. Maintain equipment/machines in working condition and safely operate them.
4. Keep record of utilization, preventive maintenance or breakdown of equipment and suggest any upgrades if needed.
5. Follow infection control policies, procedures, guidelines and safely dispose the biological waste.
6. Proper presentation of results to be further analyzed by senior researcher.
7. Ensure the laboratory is well-stocked, resourced, clearly and correctly labelled.
8. Keep up to date with technical developments to save time and increase reliability.
9. Conduct searches on identified topics relevant to research to be able to understand how to perform a study.
10. Carry out risk assessments related to the research laboratory after getting the proper training.
11. Carry out quality control of the research laboratory following SOPs and manufacturer's guidelines.
12. Performs any other duties assigned by the supervisor / VD PG&SR in line with the position and this Job description.

MINIMUM REQUIREMENTS

Education / Qualifications:

Diploma or Bachelor's Degree in Basic Sciences related to Dental Research Laboratory from a recognized institution.

Professional Experience:

1. Two years of hands-on experience as Dental Research Laboratory Technician.
2. Previous Saudi or Middle East experience advantageous.

Skills Required:

1. Ability to learn specific techniques and apply this knowledge to solve technical problems.
2. Good eye-hand coordination to use equipment with accuracy.
3. Ability to maintain and calibrate equipment.
4. Time management and multitasking skills
5. Good interpersonal skills, ability to work independently and in team with flexibility.
6. Experience in providing demonstrations and writing technical reports related to research machines, lab utilization and research.
7. Excellent record-keeping skills.

Job Summary

Assist students and faculty in the provision of simulation and patient care activities by the timely collection and return of dental instruments and equipment from the sterilization process. Accurately scan out/in equipment and instrument cassettes dispensed by manual methods or by tracking system; transport instruments, equipment, or supplies to and from sterilization to various clinical areas; examine returned equipment, instrument cassettes, bur blocks, and other items returned from use for damage or missing elements; clean, package, and sterilize instruments and other items by manual cleaning, or other cleaning equipment such as ultrasonic cleaners, automatic washers/disinfectors, and autoclaves.

REGULAR DUTIES/RESPONSIBILITIES

1. Participate in the collection and distribution of both dirty and clean instruments to and from the dental clinics following the protocol established by University
2. Participate with the proper cleaning and sterilization dental instruments and equipment used in the COD clinics.
3. Participate in the required monitoring of cleaning and sterilization equipment in the sterilization center assuring the proper sterilization of the dental instruments and equipment used in the COD.
4. Check instruments and equipment out to students and again upon return using the university instrument tracking system.
5. Contribute to the development of the Sterilization and Dispensary Inventory System.
6. When assisting in the patient care clinic, adhere to infection control guidelines when dispensing instruments, supplies and equipment, during, and upon completion of each dental treatment; disinfect and clean dental treatment rooms and contaminated trays; disinfect and sterilize instruments, equipment, and dental hand pieces; handle and dispose of sharps and hazardous materials according to established COD guidelines

PERIODIC DUTIES/RESPONSIBILITIES

1. Perform all duties as assigned by the Senior Dental Assistant, Medical Director and or Vice Dean for Clinical Affairs.
2. Work in other areas of the COD and perform other duties qualified for as directed.
3. Participate in assigned committee.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

A certification program requiring two to three semesters of training is required to become a sterilization assistant.

WORK EXPERIENCE

(state nature and duration of work experience required)

Preferably 5 years in a renowned institution

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Have knowledge of Infection Control practices and guidelines in the dental clinics.
- Individual must possess the knowledge and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.
- Ability to work in different areas as needed.
- Excellent communication and interpersonal skills.
- Ability to work independently and in team.
- Ability to work under stress.
- Confident with pleasant personality to deal with students, interns and Consultants.

Anesthesia Technician

Job Summary

Assists the Anesthesiology in the physiological monitoring and administration of anesthesia; in the preparation of drugs, fluids, anesthetic agents and equipment ancillary to operative intervention and procedures requiring anesthesia.

Performs a variety of duties related to and involving the processing and preparing of room, equipment and supplies for the patients undergoing anesthetic procedures.

Cleans, sterilizes, tests, calibrates and troubleshoots anesthesia equipment, as well as keeping records of equipment inspections.

REGULAR DUTIES/RESPONSIBILITIES

1. Demonstrates abilities and competencies in performing procedures.
2. Follow Infection Control Guidelines for maintaining, clean and use of non-disposable equipment and maintain timely changes of indwelling catheters and lines.
3. Provides technical support to anesthesia personnel during the preparation and insertion of specialized invasive monitoring equipment.
4. Ensures that all anesthetizing locations are in a state of readiness.
5. Maintains anesthesia supplies and drugs by establishing inventory levels; requisitioning supplies and drugs; restocking supply and drug inventories
6. Assist with the pre, intra and post-operative placement of invasive monitoring lines, such as arterial, venous, and PA catheters.
7. Disassemble, decontaminate and sterilize anesthesia equipment and supplies.
8. Effectively communicate with anesthesia and operating room staff to assure daily operating room assignments are prioritized at the start of each shift, hence remains accessible in operating rooms at all times.
9. Maintain complete and accurate records and reports and keeps the work room clean and in an orderly condition.

10. Maintains equipment by preparing, testing, and setting up a variety of anesthetic equipment for surgical use; troubleshooting equipment for problems or repairs; performing preventative maintenance and routine cleaning.
11. Reports equipment problems to Chief Anesthesiologist or counterpart.
12. Assist with difficult airway management.
13. Participate in turning over rooms assuring minimal downtime between cases.
14. Manages equipment, supplies, and medication according to established guidelines in order to maintain safe, efficient, and cost-effective programs.
15. Participates in hospital or department activities.
16. Performs any tasks and duties appropriate to his/her capabilities, knowledge, skills and experienced as required by the employer.

PERIODIC DUTIES/RESPONSIBILITIES

1. Perform all duties as assigned by the Medical Director and or Anesthesia Specialist

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

Graduate of Baccalaureate Course with concentration or specialization in Anesthesia Technology from an accredited program.

With Certification as Anesthesia Technician.

BLS and ACLS certified.

WORK EXPERIENCE

(state nature and duration of work experience required)

1. One to three years of experiences as anesthetist in a medical institution. Three years of it was from Peri-operative setting.
2. Worked with multidisciplinary team.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Preferably fluent in verbal and written form both English and Arabic language.
- Demonstrates superior patient care and possess outstanding communication skills while adhering to our high standard of excellence of the institution.

Radiology Technician

Job Summary

A radiology technician, or radiologic technologist, works under the supervision of a radiology supervisor. The radiology technician is responsible for obtaining radiologic images, which are used by the dentist to determine diagnosis for their patient. The information gained from these images will also be used to help with developing a treatment plan. A radiology technician serves an important purpose in a radiology department. They are responsible for ensuring the patient's safety during the course of the procedure. Technicians may be required to explain the procedure in layman terms to ensure a patient's comfort. Most importantly, the ability to produce a high-quality image consistently is crucial as this will help dentists to correctly provide diagnosis

REGULAR DUTIES/RESPONSIBILITIES

1. Identifies patient service requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand service requirements.
2. Ensures operation of radiology equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
3. Maintains radiology supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
4. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional development.
5. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
6. Gains patient cooperation by reducing anxieties; providing explanations of treatment; answering questions.
7. Prepares patient for radiological procedure by positioning patient; adjusting immobilization devices; moving equipment into specified position; adjusting equipment controls to set exposure factors.
8. Minimizes radiation to patient and staff by practicing radiation protection techniques, using beam restrictive devices, patient shielding, and knowledge of exposure factors.

9. Protects patients and employees by adhering to infection-control policies and protocols; following drug protocols in case of reactions to drugs, such as contrast media, administering first aid, and using the emergency cart.
10. Maintains production and quality of radiographs by following established standards and procedures; developing radiographs; observing radiographic results; making necessary adjustments.
11. Documents patient care services by charting in patient and department records.
12. Contributes to team effort by accomplishing related results as needed.

PERIODIC DUTIES/RESPONSIBILITIES

1. Perform all duties as assigned by the Medical Director and or Vice Dean for Clinical Affairs.
2. Participate in assigned committee.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

Associate degree or Bachelor's degree for Radiologic Technology.

WORK EXPERIENCE

(state nature and duration of work experience required)

Preferably 5 years in a renowned institution

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- Have knowledge of Infection Control practices and guidelines in the dental clinics.
- Must be detail oriented and have strong interpersonal skills.
- Well versed with the IT and computer skills.
- Excellent communication in both oral and written.
- Ability to work independently and in team.
- Ability to work under stress.
- Confident with pleasant personality to deal with students, interns and Consultants.

Medical Records

JOB SUMMARY

1. Responsible in managing overall health records function of the department with accuracy and security.
2. Maintains confidentiality in patients' data and organized appropriately based on relevant institutional standards.
3. Maintains record of patient care by compiling, reviewing, and filing documentation of patient's condition, treatment, and health outcome

DUTIES AND RESPONSIBILITIES

1. Maintains medical records operations by following policies and procedures; reporting needed changes.
2. Processes and maintains private patient information in facility's database.
3. Initiates medical record by searching master patient index; identifying existing patient records or need to assign a new number; interacting with registration areas and physicians' offices for information verification; processing or creating the record folder.
4. Uses software to assign a clinical code to the patient information before it is stored in the facility's information system.
5. Ensures medical record availability by routing records to admissions and emergency departments, physicians, and other authorized hospital staff; maintaining chart location systems.
6. Completes medical record by reviewing information; notifying health care providers of record deficiencies; tracking outstanding records; notifying medical director of physicians in jeopardy of losing admitting privileges.
7. Maintains historical reference by abstracting and coding clinical data, such as diseases, operations, procedures, and therapies, using standard classification systems; filing documents.
8. Collects and analyzes information to resolve medical record discrepancies.
9. Prepares the work procedures manual in Medical Records and updates it.
10. Contributes in setting up the quality assurance programs in the hospital and supervising the implementation of its part concerning the medical records.

11. Prepares statistical reports by collecting and summarizing medical care and census information, such as types of diseases treated, surgery performed, and use of hospital beds.
12. Provides medical record information by answering questions and requests of patients, hospital staff, law firms, insurance companies, and government agencies.
13. Maintains patient confidence and protects hospital operations by keeping information confidential; following release-of-information protocols.
14. Maintains the stability and reputation of the hospital by complying with legal requirements.
15. Keeps equipment operational by following manufacturer's instructions and established procedures.
16. Conserves resources by using equipment and supplies as needed to accomplish job results.
17. Contributes to team effort by accomplishing related results as needed.
18. Sets up the continuous training and education programs for the medical reports department staff.

ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE

(State the qualifications, nature and duration of work experience, an employee should possess to carry out the job)

ACADEMICS

1. Graduate of any Applied Science Baccalaureate course or bachelor's degree in any administrative related.
2. Preferably with certificate related to documentation or records management.

WORK EXPERIENCE

(state nature and duration of work experience required)

1. With three years of experience in medical records in the hospital or equivalent institution.

KNOWLEDGE AND COMPETENCIES

(State skills, abilities & traits required)

- 1.Acquainted in medical terminologies.
- 2.Has a strong attention to detail to patient records.
- 3.Strong data entry management and documentation skills.
- 4.With strong technical skills to use medical coding software and the facility's health information system.
- 5.Works with good interpersonal skills to other health care professionals.
6. Good communication skills in both written and verbal of English language use. Arabic not required but advantage.



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