

University of Colorado | Anschutz Medical Campus
School of Dental Medicine
Official Title: Student Assistant III
Working Title: ISP Student Assistant III

Job Summary:

The University of Colorado, Anschutz Medical Campus, School of Dental Medicine welcomes applications from exceptional candidates with good organizational skills and an eye for detail.

The Advanced Standing International Student Program (ISP) offers dentists who earned a bachelor's degree in dentistry outside of the United States the opportunity to earn a Doctor of Dental Surgery (DDS) degree. Graduates of this two-year, accelerated DDS program may take any state or regional board, and thus are eligible for licensure to practice in the US.

This position is located at the University of Colorado, [Anschutz Medical Campus](#). The University of Colorado Anschutz Medical Campus is a public education, clinical and research facility serving 4,500 students, and a world-class medical destination at the forefront of life-changing science, medicine, and healthcare. [Read CU Anschutz Quick Facts here.](#)

CU School of Dental Medicine & affiliated areas on AMC – 15 hr/wk

Examples of work performed

- **Demo videos during bench as instructed**
- **Instrument set up for bench**
- **Lab turnover between exams**
- **Instrument distribution and collection during bench**
- **Instrument clean up after bench exam**
- **Documentation as instructed**
- **Perform any other instrumentation/ dentiform tasks as identified by Ms. Rana Laouar/ Dr. Baskaran**

This description is a summary only and is describing the general level of work being performed, it is not intended to be all-inclusive. The duties of this position may change from time to time and/or based on department and School of Dental Medicine need. We reserve the right to add or delete duties and responsibilities at the discretion of the supervisor and/or hiring authority.

Why Join Us:

The University of Colorado School of Dental Medicine (CU SDM), a collaborative partner on the Anschutz Medical Campus, is a diverse learning, clinical care, and research community. The CU SDM is committed to integrated health that innovates, treats and discovers for the well-being of and in-service to local and global communities. CU SDM will be recognized as the leading transformative dental institution that graduates future-ready practitioners to deliver research-informed person-centered care.

Diversity and Equity: The University of Colorado Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty, and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities, persons within the LGBTQ+ community and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

Qualifications:

Minimum Qualifications

- ISP Student at SDM
- Ability to work independently, in an organized and efficient manner
- Ability to work after hours/ weekends

*Applicants must meet minimum qualifications at the time of hire.

Knowledge, Skills & Abilities

- Outstanding interpersonal communication skills with the ability to work independently and within diverse team structures.
- Patient privacy rights and patient safety.
- A motivated and engaged attitude.
- Empathetic to patients with dental care issues and pain.
- Great attention to detail and quality.
- Ability to work with SDM staff, students, and faculty in a confidential and professional manner.
- Confidentiality must be maintained before, during and after performing the tasks delegated
- Practices and follows good documentation processes.
- Dedication to professional development and life-long learning.
- Ability to be adaptable, flexible, and to think on your feet.
- Commitment and engagement to diversity and inclusion.

How to Apply: For full consideration, please submit the following document(s):

1. A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position
2. Curriculum vitae / Resume
3. Three to five professional references including name, address, phone number (mobile number if appropriate), and email address

Application Materials and/or Questions can be directed to: SDM HR Office:
sdmhr@cuanschutz.edu

Screening of Applications Begins: Applications will be accepted until finalists are identified. Those who do not apply by this date may or may not be considered.

Anticipated Pay Range: The starting salary range (*or hiring range*) for this position has been established as \$16.22/hr.

ADA Statement: The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at hr.adacoordinator@ucdenver.edu.

Background Check Statement:

The University of Colorado Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

Vaccination Statement:

CU Anschutz strongly encourages vaccination against the COVID-19 virus and other [vaccine preventable diseases](#). If you work, visit, or volunteer in healthcare facilities or clinics operated by our affiliated hospital or clinical partners or by CU Anschutz, you will be required to comply with the vaccination and medical surveillance policies of the facilities or clinics where you work, visit, or volunteer, respectively. In addition, if you work in certain research areas or perform certain safety sensitive job duties, you must enroll in the [occupational health medical surveillance program](#).