



Douglas College

JOB POSTING

(INTERNAL)

POSITION:	Dental Lab Technician	COMPETITION #:	2010-033R
DEPARTMENT:	Dental Assisting Department	CLASSIFICATION:	Pay Level 12
REPORTING STATION:	New Westminster	SALARY RANGE:	\$1516.42 - \$1694.92 bi-weekly

This regular, part-time (32 hours a week), 10-month repeating term position is available March 22, 2010. Work schedule is based on 32 hours per week: 7:30 am to 3:00 pm Mondays to Thursdays and 8:00 am to 12:00 pm on Fridays. 8:30 am to 4:30 pm. **NOTE:** This regular part-time position is from September to June.

PRIMARY FUNCTION:

To provide for the maintenance and control of laboratory equipment, materials and supplies, set up laboratory demonstrations and demonstrate the use of laboratory equipment. Assists with clerical duties in the clinical area. Provides exceptional client-centred service on a consistent basis to all stakeholder groups.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Good working knowledge of English (verbal and written).
2. Licensure with the College of Dental Surgeons of British Columbia as a level II Certified Dental Assistant with one year related work experience.
3. Good working knowledge of techniques pertaining to the instruction of Dental courses.
4. A good knowledge of preventative measures required for the safe operation of laboratory equipment; a good working knowledge of the operation and ability to perform routine maintenance on related laboratory equipment and apparatus.
5. Demonstrated ability to communicate courteously and effectively in writing, in person, or over the telephone with staff, faculty, administrators, students and the public, as well as maintain good working relationships with other employees. Proficiency on Customer Service Testing.
6. Demonstrated ability to work independently with minimum direct supervision as well as establish priorities and achieve deadlines.

LINK TO [JOB DESCRIPTION](#)

It is the responsibility of all interested applicants to ensure that a current resume and cover letter is received by the Employee Relations Department by **4:30 pm, March 19, 2010**. **Please ensure your resume clearly demonstrates how you meet the required knowledge, skills and abilities of the position for which you are applying.**

Late applications will only be accepted if the employee is absent from work due to sickness or vacation at the time of posting and provided the application is received before another applicant is selected.

Please submit your resume and cover letter to jobs@douglas.bc.ca

NOTES:

- Qualified internal applicants shall be given first consideration in filling this position.
- If no applicant fully meets the pre-requisites, appointment may be made at a lower classification level.
- Regular employees contemplating on applying for temporary positions should refer to Article 28.1(a) and Article 28.1(d) of the collective agreement.