



Job Title	Assistant Director, Dental Services	Job Code	HS0413
Pay Plan	A&P	Pay Grade	23
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Dentistry

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Dentistry Professionals provide diagnosis, preventative care, and treatment of disorders and diseases of the teeth and oral cavity.

Job Summary

Provides primary dental care to UCF students and eligible members of the University community. Provides leadership and management of the outpatient SHS Dental Center. Supervises staff, overseeing and coordinating all dental services provided by the Dental Center. Develops and implements policies and procedures related to the Dental Center.

Representative Duties

1. Dental Care

- Provides routine, urgent, preventative, and cosmetic dental care patients
- Performs routine general dentistry procedures, including restorative/operative dentistry, endodontics, periodontics, minor oral surgery, prosthodontics, orthodontics, and consultation, as appropriate

2. Operations and Staff Management

- Manages daily operations, establishes clinic goals, and provides a framework for staff to deliver patient care
- Coordinates patient flow and maintains customer focus
- Manages clinic dentists, dental assistants, and hygienists to achieve the mission and goals of daily operations
- Conducts annual performance appraisals and monitors competencies for staff

3. Budget Management

- Manages clinic budget to meet budgetary goals
- Ensures proper staffing and function of equipment
- Evaluates products and supplies for quality and cost effectiveness

4. Compliance Oversight

- Ensures the clinic meets applicable accreditation and regulatory requirements
- Maintains compliance with infection control standards established by the UCF Student Health Services, AAAHC, and official regulatory/government agencies

5. Meetings and Training

- Maintains current licensure and participates in professional continuing education
- Ensures staff maintains their licensure as appropriate

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	
Certification(s)		
Licensure(s)	State of Florida Board of Dentistry	
Work Experience		
4+ years of relevant work experience 1+ years of leadership experience		
Additional Requirements		
Graduation from an approved school of dentistry		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.