



Northwest  
Technical College

Northwest Technical College  
invites applications for the position of:

## Dental Assistant Faculty

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### MSCF POSTING

- OPENING DATE:** January 6, 2020
- CLOSING DATE:** Applications will be accepted until the position is filled. Initial review of applications will begin on **February 5<sup>th</sup>**, so applications should be submitted by that time for guaranteed consideration.
- APPOINTMENT DATE:** August 18, 2020 (Fall Semester)
- POSITION LOCATION:** Northwest Technical College, Bemidji, Minnesota
- SALARY:** Depends on Qualifications
- JOB TYPE:** Unlimited Full-time (32 credits in an academic calendar)
- CREDENTIAL FIELD:** Dental Assistant (Code 500088)

**ABOUT THE POSITION:** This teaching position is for a full-time instructor to teach in the Dental Assisting program. The hiring assignment is based on an academic calendar with most courses being taught during the fall and spring semesters at Northwest Technical College. Courses are offered during the day with potential courses in the evening. The Dental Assisting program is offered every year.

Candidate must have a bachelor's degree and be a graduate of an accredited Dental Assisting program, three full-time years or equivalence of related paid work experience as a dental assistant, and hold a Dental Assistant certificate by the Dental Assisting Nation Board (DANB) and a current Dental Assistant license from the Minnesota Board of Dentistry.

### ABOUT NORTHWEST TECHNICAL COLLEGE

Great things are happening at Northwest Technical College, where student success is the priority! Bemidji is a vibrant, urban community, located in northwest Minnesota. It is the first city on the Mississippi, the best Minnesota town (2018), and the birthplace of Paul Bunyan. Bemidji's growth in the past decade has been celebrated in academics, industry, employment, and tourism.

You are invited to join the dental assisting department and community with flexible employment opportunities. The teaching hours will vary and instruction will be delivered in the classroom, lab, and clinical sites. The teaching environment will be autonomous within the courses taught, collaborative with supporting general education instructors and industry partners, and innovation since growth and recruitment are priorities.

**MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)**

- Educational Requirement  
Bachelor's degree and graduate of an accredited dental assisting program

- Occupational Experience Requirement  
Three full-time years (equivalent) verified related paid work experience as a dental assistant
- Recency Requirement  
One year of this work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirement shall be waived if the individual has two years of successful full-time (or equivalent) post-secondary teaching experience in the credential field within the last five years
- Professional Requirement  
Dental Assistant certification by the Dental Assisting National Board (DANB).  
Current Dental Assistant License from the Minnesota Board of Dentistry
- Teaching and Learning Competency Requirement
  - Course construction (credit course)\*
  - Teaching/ instructional methods (credit course)\*
  - Student outcomes assessment/ evaluation (credit course)\*
  - Philosophy of community and technical college education (credit or non-credit course)\*\*
  - Faculty shall have a degree in education or three years of successful full-time (or equivalent) teaching experience prior to being hired or shall be required to complete coursework in the above content areas (or their equivalent) prior to being granted unlimited status.
  - \*These courses shall be waived for individuals who at the time of hire have: a degree in education, or have documented evidence of successful completion of equivalent coursework in the specified teaching and learning content areas, or have three years of successful, full-time (or equivalent) secondary, postsecondary, industry, or trade apprenticeship teaching experience in the field for which they are being hired. (Procedure 3.32.1 College Faculty Credentialing, Part 5, Subpart B.2)
  - \*\*This course shall be waived for individuals who, at the time of hire, have documented evidence of successful completion of equivalent coursework. (Procedure 3.32.1 College Faculty Credentialing, Part 5, Subpart B.3)

#### **PREFERRED QUALIFICATIONS:**

- Dental Assisting teaching experience
- Current Dental Assisting clinical experience
- Dental Assisting Program Director experience
- Experience in incorporating technology into curriculum delivery
- Skilled in traditional and digital radiography
- Strong discipline expertise
- Student-centered teaching philosophy
- Commitment to the success of culturally, ethnically and racially diverse learners
- Experience in using a variety of technology to enhance teaching and student learning
- Demonstrated familiarity with and commitment to the mission of a technical college
- Experience with CODA accreditation
- Completion of Teaching and Learning Competencies

#### **RESPONSIBILITIES:**

- Supervise and instruct students in a variety of theory, clinical and lab settings
- Provide instruction in both face to face and online delivery
- Assist in the maintenance and organization of dental assisting class schedule, supplies and equipment
- Teach utilizing student-centered, active and experiential learning strategies, commitment to the assessment of student academic achievement
- Willingness to explore and use technology to enhance teaching and student learning

- Practice good communication and teamwork skills
- Participate in the larger college and dental professional communities through a variety of activities (e.g., curriculum development, service on committees, student life, etc.)

**OTHER CONSIDERATIONS:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota State College Faculty. [https://docs.wixstatic.com/ugd/813050\\_eb1d821558424310805e6f37046927a1.pdf](https://docs.wixstatic.com/ugd/813050_eb1d821558424310805e6f37046927a1.pdf)
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a Vehicle Use Agreement form and conform to MinnState’s vehicle use criteria and consent to a motor vehicle records check.
- NTC is a tobacco-free workplace ([see policy](#))

**Apply online:** <https://ntcmn.peopleadmin.com/>

**A complete application must include the following attachments:**

- Cover letter, which addresses the required qualifications and your specific interest in working at Northwest Technical College.
- Resume/Curriculum Vitae.
- Unofficial transcript(s) of all undergraduate and graduate coursework.

**Position Related Inquiries:**

Michele Brielmaier, Dean of Nursing and Human Services  
[michele.brielmaier@ntcmn.edu](mailto:michele.brielmaier@ntcmn.edu)

**Application Related Inquiries:**

Teresa Hanson, Human Resources Staffing Specialist  
[teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu)

**UNIVERSITY/COMMUNITY:** Northwest Technical College is in Bemidji, Minnesota, in Northern Minnesota. The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts. Bemidji State University, a partner institution, and Northwest Technical College welcome 6,000 students annually. Northwest Tech offers hands-on learning in Business, Health Care, Manufacturing, Transportation, and General Education. As a partner in Distance Minnesota, the College is engaged in innovative distance education with most of its programs offered online in addition to on campus. Northwest Technical College is a member of the Minnesota State Colleges and Universities System (Minnesota State) <http://www.mnscu.edu>. To learn more about the student-centered environment at Northwest Technical College, visit [www.ntcmn.edu](http://www.ntcmn.edu).

**WHY BEMIDJI:**

In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed

Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students have an opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Northwest Technical College is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of town — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

**Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)**

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