

WORK STUDY POSITION AVAILABLE

Department: Dental

***Prefer Business student or Dental Assisting student**

JOB DESCRIPTION: Compiling orders for dental suppliers; Cleaning, organizing and re-stocking the dental clinic/lab areas; Sterilizing instruments and maintaining equipment; Setting up trays/supplies for clinics and labs; Creating documents; Organizing paperwork and files as needed; Copying, faxing, and scanning as necessary. **MUST BE RELIABLE!**

ELIGIBILITY: See Financial Aid Office

SKILLS REQUIRED: Computer skills, organizational skills

HOURS PER WEEK: up to 20

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