

Director, Dental Hygiene Program  
Sheridan College

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<b>Job Title</b>	Director, Dental Hygiene Program
<b>Department</b>	Department of Dental Hygiene
<b>Institution</b>	Sheridan College Sheridan, Wyoming
<b>Date Posted</b>	Jan. 11, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	July 2018
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Dental Hygiene
<b>Job Website</b>	<a href="https://jobs.sheridan.edu">https://jobs.sheridan.edu</a>
<b>Apply Online Here</b>	<a href="https://jobs.sheridan.edu">https://jobs.sheridan.edu</a>

**Apply By Email**

**Job Description**

Job Summary:

The Director of Dental Hygiene Department assumes responsibility for the ongoing management of the Dental Hygiene Department. This position assumes the leadership responsibilities relating to curriculum and faculty development and maintains professional affiliations with state and regional dental professionals. The director may carry a teaching load, plays a role in supervision and management of the Massage Therapy and Health and Human Performance programs.

Supervisory and Management Responsibility:

- Dental Hygiene faculty and staff

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Knowledge, Skills and Abilities Required by the Position:

- Maintain strict confidentiality.
- Communicate effectively, orally and in writing, with a diverse range of individuals and groups.
- Analyze and solve problems.
- Adhere to and enforce college policies and procedures.
- Work as a team leader while fostering a cooperative work environment.
- Mentor faculty and students
- Use tact and diplomacy with individuals and groups

Minimum Qualifications:

- Graduate of a CODA accredited dental hygiene or dental school.
- Master Degree RDH, or DDS, or DMD.
- Current licensure, or eligibility, to practice as a dental hygienist or dentist, including expanded functions, in Wyoming.
- Minimum of four years of clinical experience required.
- Minimum of four years of teaching experience required.
- Minimum two years of academic leadership preferred.
- Current Immunizations and Healthcare Provider CPR Certification.
- Member of professional association, ADHA if RDH, ADA if DDS/DMD

Employee Benefits:

- Employer paid retirement plan (16.37% employer paid; .25% employee paid)
- Group Health, Dental and Life Insurance, including Flex Benefits
- 18 days paid annual leave
- Four days per year paid personal leave
- 16 paid holidays per year
- Paid medical, emergency and bereavement leave
- Employee and family tuition waivers
- Three free meals per week in modern campus dining facility
- Free easy-access parking
- Collaborative work environment
- Onsite fitness center and walking track
- Verizon, Microsoft, Dell and HP employee discounts
- Professional development



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### About NWCCD:

Sheridan College is located in historic Sheridan, WY at the foot of the beautiful Big Horn Mountains, minutes away from a variety of outdoor recreational activities. Sheridan is ranked "America's Top Western Town" by True West magazine and is a vibrant community. Sheridan College is a vital component in the community.

Gillette College is located in Gillette, WY, the county seat of Campbell County. Located midway between the Big Horn Mountains to the West and the Black Hills of South Dakota to the east. Gillette is a growing, family-friendly community and enjoys a very strong economy due to energy-related industries located there.

Apply online at: <https://jobs.sheridan.edu>

### **EEO/AA Policy**

Equal Opportunity: Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, or gender identity, and any other class protected under state and federal law. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Vice President for Administration, Cheryl Heath, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Whitney Building, Room W145E, 1 Whitney Way, Sheridan, WY 82801; (307) 675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Jenny Ellenwood  
Human Resources  
Sheridan College



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1 Whitney Way  
Sheridan, WY 82801

**Phone Number** 675-0573