

## Educational Assistant (Term)

### Life Sciences/Dental Assisting Program

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

### DUTIES

The Educational Assistant in the Life Sciences Department (Dental Assisting Program) will be responsible for providing support to the Instructor in the delivery of program content in a laboratory and a clinical setting, with primary duties in the disciplines of dental dam, instrument processing and impressions. The Educational Assistant is responsible for: preparing laboratory and clinical demonstrations for classes; maintaining laboratory equipment; ensuring the cleanliness of the laboratory and clinic, and assisting with inventory and ordering of supplies.

### REQUIRED QUALIFICATIONS

- Certificate in Dental Assisting
- Currently registered with the Manitoba Dental Association
- Experience working as a registered Dental Assistant
- Experience with various laboratory equipment
- Effective verbal and written communication skills
- Effective interpersonal skills
- Ability to work independently as well as collaboratively within a team
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

### ASSETS

- Experience working in a post-secondary environment
- Experience working with dental softwares, e.g., Maxident and Dentrix

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must hold a valid and Current CPR Certificate

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

### COMPETITION NUMBER

2023-188

### CLOSING DATE

September 27, 2023

### SALARY

\$25.26 - \$34.54 hourly

### POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

### POSITION TYPE

Part-Time, Term Position Available  
Anticipated October 2, 2023 up to  
December 15, 2023  
Possibility of an Extension to  
March 31, 2024

### APPLY ONLINE AT

[rrc.ca/careers](http://rrc.ca/careers)

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact [humanresources@rrc.ca](mailto:humanresources@rrc.ca).



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)