

Job Description – Dental Program Coordinator

Position Details

Position Title:	Dental Program Coordinator
Department:	Health Science
Time Fraction:	Full-time

Oulton College

Oulton College is a private college that has a history of delivering post-secondary educational programs that meet student and employer needs for over 50 years.

Oulton mission is to provide students with a quality education, enhanced with a personal touch, that embraces the entire student experience. Students will be our first priority not only in the classroom but throughout the cycle to successful employment. Going the extra mile for students is what we are all about. It is equally as important for Oulton's to remain connected to employers, maintaining strong relationships in the workforce & with professional associations to allow us to monitor and react to changes that will benefit the success of our students.

Position Summary

The Program Coordinator – Dental Programs, reporting to the Education Manager of Dental Programs, supports the smooth operation of our dental education programs. This role involves coordinating schedules, supporting student and staff onboarding, managing key events throughout the academic year and act in a teaching role.

Reporting Line

Reports to: Education Manager, Dental Programs

Key Accountabilities

- Coordinate daily operations of the Dental Programs in collaboration with the Education Manager.
- Coordinate logistics for clinic operations including sealant, local anaesthetic, and client care clinics.

- Liaise with student services, IT, and career services to support student onboarding and industry presentations.
- Support orientation, open house events, and graduation activities.
- Organize and promote special events such as awards ceremonies, table clinics, and registration days.
- Communicate with sponsors and stakeholders for program-related initiatives.
- Support and mentor faculty to ensure consistency and quality in instruction and clinical supervision.
- Prepare and deliver classroom instruction as assigned.
- Collaborate with the Education Manager to develop and maintain program schedules, course loading, and instructor assignments.
- Review requirements and protocols on a regular basis and communicate with clinic instructors
- Work with Program Leads of Dental Hygiene and Dental Assistant programs to monitor clinic issues, maintenance, service and appropriate supplies
- Work with Education Manager and DCA to put in place strategies to ensure there is a sufficient amount of patients for students to complete competencies

Key Selection Criteria

1. EDUCATION & EXPERIENCE

- Dental Hygienist with a degree, or degree in progress
- Currently licensed to practice and in good standing with provincial regulatory body.
- Minimum 3 years' experience as a dental health professional

2. HARD SKILLS

- Current teaching techniques
- Facilitation Skills/Presentation skills
- Knowledge of technical aspects of the program taught
- Industry awareness (skills and market)
- Mentoring skills
- Problem Solving Skills
- Conflict resolution skills
- Curriculum Development skills

3. SOFT SKILLS

- Excellent Interpersonal skills, verbal and non-verbal
- Communication Skills, Verbal and Written
- Integrity – Lead by Example
- Love of learning
- Self-Motivated
- Open to be Influenced
- Dedicated
- Collaborative
- Non-Judgemental
- Respectful
- Supportive
- Passion for Student Success
- Inclusive
- Approachable
- Creative/Innovative
- Diplomatic
- Firm but Friendly
- Confident

Key Success Measures

- Tracking is up to date and represents accurate student progress at all times
- % students completed competencies within program timelines
- % accuracy during audit
- Patient satisfaction (DA and DH)
- Documentation of all activities properly documented and filed
- Note: preclinical tracking, maintenance and inventory can be delegated to assigned with approval