



Position Details

Position Title: Sterilization Assistant

Department: Health Science

Time Fraction: Full-time / Part-time

About Oulton College

Founded in 1956, **Oulton College** is a leader in post-secondary education in Atlantic Canada, driven by a strong commitment to student success. For over six decades, Oulton College has helped students achieve their career goals through hands-on, career-focused training.

We offer programs across four faculties: **Health Science, Business, Human Services, and Information Technology**. Oulton College is proud to be the **first private career college in New Brunswick** to become **degree-granting**.

As we continue to grow and expand, we are seeking dedicated professionals who share our passion for student success and excellence in education.

Position Summary

We are currently seeking applicants for a **Sterilization Assistant** to join our Dental Education Centre. This position starts **as soon as possible** and involves:

- Overseeing sterilization protocols
- Supervising students in clinical and radiology settings
- Maintaining equipment and clinic readiness to uphold infection control standards

Reporting Line

Reports to: Education Manager, Dental Program

Key Accountabilities

- Oversee and maintain proper sterilization protocols throughout the clinic to ensure compliance with infection prevention and control standards
- Provide instruction and supervision to students on sterilization techniques and best practices, supporting their clinical learning and development

- *Perform routine maintenance and cleaning of clinic sterilization equipment, ensuring functionality and safety*
- *Maintain overall clinic readiness by ensuring treatment bays are fully stocked and conducting regular deep cleaning*
- *Supervise the radiology clinic and support students in performing dental radiographs according to established protocols and safety guidelines*
- *Manage inventory and order clinic supplies, ensuring efficient stock control*
- *Conduct and monitor internal and external biologic indicator testing to verify sterilization effectiveness and maintain accurate records*
- *Provide light administrative support including chart filing, clinic documentation, and front desk tasks*
- *Assist with occasional student-led clinics, including sealant clinics and patient care sessions*

Key Selection Criteria

Education & Experience

- *Level II Dental Assistant*
- *Currently licensed and in good standing with provincial regulatory body*
- *Minimum 3–5 years of experience as a dental health professional*
- *Previous dental office experience*

Hard Skills

- *Facilitation and presentation skills*
- *Strong technical knowledge of dental procedures and sterilization*
- *Awareness of current industry practices and standards*
- *Mentoring and problem-solving abilities*
- *Conflict resolution and time management skills*

Soft Skills

- *Excellent interpersonal and communication skills (verbal and written)*
- *Integrity and professionalism — leads by example*
- *Passion for learning and student success*
- *Self-motivated, collaborative, and approachable*
- *Supportive, inclusive, and respectful demeanor*
- *Creative and innovative thinker*
- *Diplomatic and confident with a “firm but friendly” approach*

Key Success Measures

- *Zero incidents of non-compliance during audits*
- *Consistent clinic readiness and cleanliness*
- *Efficient inventory management*
- *Strong student support and engagement*
- *Overall operational efficiency*

To apply: Send your resumes to careers@oulttoncollege.com