

Human Resources – Campus

The two tables below show SJVC staffing plans for its San Diego Campus. The first lists those who responsible who will oversee the campus’s administrative and student service needs; the second specifies who will be responsible for the DH program’s academic and administrative delivery. As indicated in the table below, some of the positions have been combined due to the small number of students that will be enrolled at this site (72 students). The College intends to begin the hiring process upon ACCJC’s approval of this proposal and to fill all positions before students start classes on the new campus. Qualifications for the non-faculty positions are provided in [Tab 17a](#); those for faculty can be found in [Tab 17b](#).

Campus Staff		
Position	Number	Duties and Responsibilities
Administrative Assistant and Registrar	1 FTE	Performs a variety of support services in the areas of administration and academic and attendance records
Admissions Advisor	1 FTE	Guides students through the admissions process.
Career Services Advisor	1 PT ¹	Provides support services that assist students and graduates in finding employment
Facility and Information Services Manager	1 FTE	Provides assistance with various tasks related to the analysis and coordination of office, custodial and security services, budget preparation and control, records control and other special management duties. This individual will also be responsible for the operation, maintenance, and repair of the classroom computer network.
Learning Resource Coordinator/Student Center Coordinator/Dean of Student Services	1 FTE	Provides support services in the Learning Resource and Student Centers and is responsible for student advising. Advising responsibilities include referring students to the appropriate college departments for various student support services, such as tutoring, career services advising, gas vouchers, food pantry, etc.
Receptionist and Financial Aid Officer	1 FTE	Performs administrative and customer services for visitors, applicants, students, faculty and staff members. This individual will also assist applicants and students with

¹ Due to the small number of students to be enrolled on the San Diego campus (72 students maximum) and SJVC’s experience that most of its DH students receive employment offers prior to graduation, the College has determined that only one part-time Career Services Representative (CSR) will be required. This decision was also based on the fact that the CSRs assigned to the DH program at the Visalia and Rancho Cucamonga campuses have three or four additional programs in their portfolios.

		their eligibility for federal financial aid programs by calculating anticipated awards for federal loans and other Title IV programs.
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Program Staff		
Position	Number	Duties and Responsibilities²
Campus Director and Dental Hygiene Program Director	1 FTE	Oversees the program and campus; responsible for curriculum development, evaluation, and revision; faculty recruitment, assignments and supervision; input into faculty evaluation; initiation of faculty development; assessing, planning and operating program facilities; input into budget preparation and fiscal administration; and coordination, evaluation and participating in determining admission criteria and procedures as well as student promotion and retention criteria.
Dental Hygiene Faculty	7 FTE	Teaches two or more courses per term; assesses and analyzes student mastery of course and program learning outcomes; reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning; contributes to outcome discussions; informs students of course requirements, evaluation procedures and attendance requirements; maintains necessary attendance, scholastic and student records; and participates in the evaluation, revision, and development of curriculum and instructional methods.
Dental Hygiene Instructor Assistants	4 PT	Teaches theory and/or clinical courses. Assigned a maximum of 29 hours per week of student contact time and related activities. (Job Description for this position = Part-Time Instructor)

² For more information on the duties and responsibilities assigned to these positions, please see [Tab 17a and 17b](#).

<p style="text-align: center;">Dental Hygiene Supervising Dentist</p>	<p style="text-align: center;">2 PT</p>	<p>Provides general and direct supervision during clinical courses. Essential duties include assessing and analyzing student mastery of course and program learning outcomes, reviewing and adjusting curriculum and instructional methodologies to improve student learning, providing preliminary screening procedures for clinic patients, supervising administration of anesthesia and analgesia, providing consultation services, handles emergency situations, and provides pre-medication prescriptions.</p>
<p style="text-align: center;">Dental Hygiene Office Manager</p>	<p style="text-align: center;">1 FTE</p>	<p>Responsible for the day to day operations of the Dental Hygiene Clinic.</p>
<p style="text-align: center;">Dental Hygiene Office and Clinic Assistant</p>	<p style="text-align: center;">1 FTE</p>	<p>Assists with various clinic operations such as scheduling patients, maintaining and managing patient records, and ordering and maintaining dental supplies.</p>