

**University of Colorado, Anschutz Medical Campus**  
**School of Dental Medicine**  
**Department of Craniofacial Biology and**  
**Community Dentistry and Population Health**  
**Official Title: Student Assistant III**  
**Working Title: Student Research Scholar**

**Job Summary:**

The School of Dental Medicine (SDM) welcomes applications from exceptional candidates with administrative skills who are interested in providing support to a diverse faculty, staff, and student community to work in the Student Admission and Engagement Office. Under the direction of the Student Affairs and Admissions Leadership team, SDM Student Tutors (Student Assistant III) are the cornerstone in the academic success of our dental students, providing them with the necessary tools and guidance to excel in their studies and clinical training. Your dedication to their growth and your expertise will contribute significantly to their accomplishments within the School of Dental Medicine.

This part-time position is located with University of Colorado, [Anschutz Medical Campus](#) in the School of Dental Medicine. This is an hourly position on-campus and tutoring assignments will be variable and assigned by the Student Affairs and Admissions Leadership team. The University of Colorado Anschutz Medical Campus is a public education, clinical and research facility serving 4,500 students, and a world-class medical destination at the forefront of life-changing science, medicine, and healthcare. [Read CU Anschutz Quick Facts here.](#)

**Examples of work performed:**

- Apply undergraduate research knowledge to participate in laboratory activities within a scientific field related to dentistry.
- Assist with or carry out routine lab functions such as measuring solutions, performing experiments, cleaning/washing glassware and/or autoclave, and collecting and prepare test samples.
- Execute and follow lab safety procedures to include completing EMS and biosafety training courses.
- Learn and perform activities such as pipetting, gel preparation, literature searches, maintain equipment records and daily work logs.
- Record experiment and/or other project research results by taking detailed research notes.
- Collaborate with laboratory/project employees and actively participate in weekly laboratory/research meetings.
- Organize and maintain lab space assigned in accordance with all safety and other requirements to ensure safety of personnel and integrity of research conducted.

\*This description is a summary only and is describing the general level of work being performed, it is not intended to be all-inclusive. The duties of this position may change from time to time and/or based on department and School of Dental Medicine need. We reserve the right to add or delete duties and responsibilities at the discretion of the supervisor and/or hiring authority.

**Why Join Us:**

The University of Colorado School of Dental Medicine (CUSDM), a collaborative partner on the Anschutz Medical Campus, is a diverse learning, clinical care, and research community. The CU SDM is committed to integrated health that innovates, treats and discovers for the well-being of and in-service to local and global communities. CUSDM will be recognized as the leading transformative dental institution that graduates future-ready practitioners to deliver research-informed person-centered care.

**Diversity and Equity:**

The University of Colorado Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty, and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities, persons within the LGBTQ+ community and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

**Qualifications:****Minimum Qualifications**

- Must possess a Bachelor's degree in biology, chemistry, biomaterials, or related field.
- Must be enrolled as a first-year dental student with the University of Colorado School of Dental Medicine
- Must be in good academic and professionalism standing with the University of Colorado School of Dental Medicine.
- Must be knowledgeable about the University of Colorado School of Dental Medicine, including research activities.
- Must be able and willing to complete any required laboratory training.

\*Applicants must meet minimum qualifications at the time of hire.

**Preferred Qualifications**

- Experience having completed administrative work.
- Prior experience working in higher education or related fields.
- Experience in mentoring and/or tutoring other students.

**Knowledge, Skills & Abilities**

- Ability to complete tasks with a high degree of accuracy.
- Ability to manage time effectively and organize tasks and activities to meet deadlines and objectives.
- Demonstrated ability to use technology effectively in the completion of work tasks.
- Ability to communicate effectively, both in writing and orally, including public speaking.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Ability to maintain a high level of confidentiality while working with sensitive information.

- Ability to take initiative with daily work activities and collaborates to create a positive effect on team performance.
- The ideal candidate for this position will be a detail oriented, dedicated and professional individual.

**How to Apply:**

For full consideration, please submit the following document(s):

1. A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position
2. Curriculum vitae / Resume

Questions should be directed to: SDMHR Office: [sdmhr@cuanschutz.edu](mailto:sdmhr@cuanschutz.edu).

**Screening of Applications Begins:**

Applications will be accepted until finalists are identified. Those who do not submit all requested application materials may or may not be considered. Applications are also accepted by sending the required materials to [SDMHR@cuanschutz.edu](mailto:SDMHR@cuanschutz.edu).

**Anticipated Pay Range:**

The starting salary range (*or hiring range*) for this position has been established as \$16.50/hr.

**ADA Statement:**

The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at [hr.adacoordinator@ucdenver.edu](mailto:hr.adacoordinator@ucdenver.edu).

**Background Check Statement:**

The University of Colorado Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

**Vaccination Statement:**

CU Anschutz strongly encourages vaccination against the COVID-19 virus and other [vaccine preventable diseases](#). If you work, visit, or volunteer in healthcare facilities or clinics operated by our affiliated hospital or clinical partners or by CU Anschutz, you will be required to comply with the vaccination and medical surveillance policies of the facilities or clinics where you work, visit, or volunteer, respectively. In addition, if you work in certain research areas or perform certain safety sensitive job duties, you must enroll in the [occupational health medical surveillance program](#).