### Occupational Titles
- Dental Assistant
- Dental Office Manager
- Dental Assisting Instructor*
- Dental Product Sales Representative
- College/University Professor or Instructor*

*Requires additional education and/or training

### Employment Settings
- Private dental offices
- Dental Schools
- Private and government hospitals
- State and local public health departments
- Clinics
- U.S. Armed Forces

### Skills & Abilities
- Reliable
- Work well with others
- Good manual dexterity
- Ability to follow instructions
- Attention to detail
- Sensitivity to patients’ physical and psychological needs

### Typical Work Activities
- Work chair-side as dentists examine and treat patients
- Make patients comfortable
- Obtain dental records
- Instruct patients on pre and postoperative general oral health care
- Prepare materials for making impressions and restorations
- Prepare patients for treatment
- Expose radiographs
- Process dental x-rays
- Schedule and confirm dental appointments
- Keep treatment records
- Send bills and receive payments
- Order dental supplies
- Hand instruments to dentists

### Internet Sites and Professional Associations
- Dental Assistant Jobs.com: www.dentalassistantjobs.com
- Information for Dental Students or New Dentists: http://www.ada.org/prof/ed/newdent/index.html
- Dental Resources: www.dental-resources.com
- Dental Workers: www.dentalworkers.com
- Dental Assisting Brochure: www.ada.org/prof/ed/careers/brochures/assisting.html
- American Dental Association: www.ada.org
- American Dental Assistants Association: www.dentalassistant.org
- Dental Assisting National Board: www.dentalassisting.com
- Indiana Dental Association: www.indental.org
- Academy of General Dentistry: www.agd.org

### Career Services Resources
- Alternative Medicine (Planning your Career in), 1997, Dianne J. B. Lyons
- Caring People & Other Sensitive Types (Careers for), 1997, Adrian A. Paradis
- Exploring Health Care Careers (Volume 1), 1998, David Hayes
- Exploring Health Care Careers (Volume 2), 1998, David Hayes
- Great Careers in 2 Years: The Associate Degree Option, 2000, Paul Phifer
- Health Care (Careers in), 1997, Barbara Swanson
- Health Professions (Introduction to the), 1995, Peggy S. Stanfield
- Healthcare (Your Career in), 1996, Barron’s
- Job Opportunities - Health and Science, 2000, Peterson’s
- Job Opportunities for Health and Science Majors, 1999, Peterson’s
- Plunkett’s Health Care Industry Almanac, 1999–2000, Jack W. Plunkett
- Real People Working in Health Care, 1997, Camenson

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**Career Planning & Placement**

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