**D27s!**

**Apply for a paid staff position on the Dental Central team**

***[tuftsdentalcentral.com](https://tuftsdentalcentral.com/)***

**Mission Statement**

Created in 2014, the purpose of Dental Central is to foster civic engagement, enhance community service and strengthen cultural awareness at Tufts University School of Dental Medicine. Dental Central serves as a hub for students and their organizations to post upcoming community and cultural events, both here and abroad, and to encourage participation in these activities. DC is also a space for reflection on these experiences and a place to support leadership development both within student organizations and in the community.

**Overview of how the DC team works:**

For the past 10 years, DC has two staff—a first year and a second-year student. Each works (give or take) 3 hours a week. There are separate responsibilities for each person… with the second year supporting and mentoring the first year to help him/her get up to speed.  This team works very closely with Nancy Marks, Community Service and Public Health.

**Sidney MacKinnon, D25 will step down so she can focus on her clinic work. Natalie Ingram, D26 will become senior Dental Central staff. We are looking for a D27 to become first-year staff and rise to senior staff in the following year.**

**The D27 position is approximately 3 hours a week for 2 years.**

**We are looking for a person who is:**

* Comfortable with computers/tech stuff
* **Has familiarity with Word Press** and is willing to grow their knowledge of Word Press
* Detail-oriented — proofing posts, etc.
* Excellent with follow through and meets shared deadlines
* Is a team player and is flexible—some weeks you will work a little more than 3 hours; some weeks less. Time off for exams and breaks
* Has good writing skills.
* A plus if you have some creative skills for bimonthly Bulletin Board creation!
* Willing and able to commit to the position for 2 years--- and mentor incoming D28 as new staff in the future
* Additional: Creative in thinking up new ways to grow DC; occasionally take photos at events; comfortable representing DC at events—such as class meetings, etc. Experience with Canva or a platform like it is encouraged but not required.
* **MUST be friendly and like a good laugh!**

**The new D27 staff will receive training on our Word Press / Dental Central site!**

**Time commitment:**

* **In general, 3 hours a week–work from home…with occasional in-person meeting at school…and some work on DC bulletin board**
* **Must be willing to make a long-term commitment…**

**this is a two-year position…but it flies by!**

**Benefits:**

* **Rate of Pay: $15 an hour/3 hours a week**
* +free coffee and other treats/lunches etc. along the way
* + ability to work in your jammies from home most of the time
* + get to know a different parts of TUSDM (if you are uncertain about getting involved with different student orgs., this is a great place to start to get to know each and every different and unique groups and their missions at TUSDM!)
* + work with a “senior” DC staff, Natalie Ingram, D26….who is awesome
* + chance to work closely with Nancy Marks… also pretty awesome ☺
* + incalculable excitement (LOL)

**Apply by Sept. 15  
Please send your resume and a letter expressing your interest and skills you bring to the position to Nancy Marks.**

[**nancy.marks@tufts.edu**](mailto:nancy.marks@tufts.edu)