



Assistant Dean of Admissions

Supervisor: Dean of Admissions, Registrar

General Characteristics and Qualifications

1. A distinguished record of professional success
2. An optimistic outlook and ability to maintain a calm, positive demeanor, even in challenging situations
3. The ability to approach tasks and interactions with enthusiasm, energy, and an optimistic attitude
4. Ability to collaborate with stakeholders as part of a team and promote synergy in the workplace
5. Excellent written and verbal communication skills to effectively communicate with prospective students, families, and internal stakeholders
6. Strong interpersonal skills for building relationships with prospective students, parents, and counselors throughout Oklahoma
7. Proficiency in data analysis and interpretation for monitoring admissions trends, analyzing applicant/application data, and making data-driven decisions

Salary: Competitive and commensurate with credentials.

Include the following materials with your application: Cover Letter, Resume, Reference List:

Application Instructions: Email materials to:
Talita DeNegri, Executive Assistant to the President
Oklahoma School of Science and Mathematics
talita.denegri@ossm.edu
405-521-6439

An Equal Opportunity Employer
Contact Name: Talita DeNegri Contact Email: talita.denegri@ossm.edu