

Assistant Residence Hall Supervisor

The Oklahoma School of Science and Mathematics (OSSM), located in Oklahoma City, is a state-funded, academic emphasis, 2-year residential high school delivering college-level instruction to juniors and seniors who choose to focus their academics on STEM topics. Recently, Niche.com ranked OSSM the fifth best high school in America, and 24/7 Wall Street ranked OSSM the second-best high school in America. More information about OSSM can be found at www.ossm.edu.

The Assistant Residence Hall Supervisor position is a full-time, 12-month position that lives on-site in a campus apartment. This role is responsible for the day-to-day operations of the residence hall and student life on campus for approximately 115-140 resident students. The Assistant Residence Hall Supervisor will assist in providing students with social and emotional support through various programs and student events, off-campus outings, and other activities.

Responsibilities

- Manage day to day operations of the residence hall-primarily the afternoon/evening shift-Sunday through Thursday, 3 pm to 11 pm;
- Assist with student needs during the school year;
- Facilitate check-in and check-out for students arriving to and departing from campus;
- Work with students to develop floor communities conducive for proper academic achievement;
- Coordinate with the kitchen staff for daily operations as well as events on campus;
- Provide basic first aid services to students;
- Administer, document, and log all medicine taken by students;
- Communicate with on-campus security and OUHSC PD;
- Communicate with teachers, parents, and other staff over student absences, behavior, events, and other happenings on campus;
- Assist in supervision of some school events;
- Promote and demonstrate the standards and expectations for students;
- Supervise summer residential and day camp groups;
- Other duties as needed.

Qualifications

- Bachelor's degree in education or a similar area of study;
- Previous experience in an academic environment, preferred.
- Previous supervisory experience, preferred;
- Strong leadership, communication, and problem-solving skills;
- Ability to resolve conflicts;
- A strong work ethic and positive role model

Salary: Commensurate with experience. A two-bedroom apartment on campus and utilities are provided at no cost as well as free parking.

Benefits: Exceptional State leave and health benefits, including a benefit allowance in addition to the salary, employer-paid retirement, annual and sick leave, employer-matching 401a, Oklahoma Teachers' Retirement system defined retirement benefit.

Application Procedure: Qualified applicants are invited to email cover letter, resume, and the names, address, and telephone numbers of three references to:

Talita DeNegri, Executive Assistant to the President
Oklahoma School of Science and Mathematics

talita.denegri@ossm.edu

405-521-6439

OSSM is an Equal Opportunity Employer