



## Oklahoma School of Science and Mathematics

### Position Available

### Assistant Dean of Admissions

The Oklahoma School of Science and Mathematics (OSSM) is an academic emphasis, math and science emphasis, two-year, tuition-free, residential high school located in Oklahoma City available to any qualified Oklahoma student. OSSM is characterized by rigor that produces elite rankings. Most recently, OSSM was ranked second best high school in America.

#### 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 perspective 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.

#### Application Procedure

Email letter of interest, resume, and the names, addresses, and telephone numbers of three references to:

Talita DeNegri, Executive Assistant to the President  
Oklahoma School of Science and Mathematics  
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405-521-6439  
An Equal Opportunity Employer