



## **Oklahoma School of Science and Mathematics**

### **Position Available**

### **Assistant Dean of Admissions**

The Oklahoma School of Science and Mathematics (OSSM) is seeking an Assistant Dean of Admissions.

OSSM is an academic emphasis, 2-year, residential high school located in Oklahoma City, Oklahoma. OSSM consistently ranks as one of the top 10 high schools in the United States (currently ranked 7<sup>th</sup> by Niche.com and 2<sup>nd</sup> by Wall Street 24/7).

### **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
8. Bachelor's degree required

### **Salary & Benefits**

1. Salary is competitive and commensurate with credentials.
2. Benefits include health, 401(a) Plan, 457 Plan, teachers' retirement, and others.

### **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  
talita.denegri@ossm.edu  
405-521-6439

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