



Oklahoma School of Science and Mathematics

Position Available

Residence Hall Supervisor

The Oklahoma School of Science and Mathematics (OSSM) is seeking a Residence Hall Supervisor. OSSM is a residential high school for students in 11th and 12th grades with an interest in science and mathematics. The Residence Hall Supervisor lives in on-campus housing year-round and is involved in all aspects of student residence life.

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

Summary of Job Functions

1. Serve as the primary coordinator for day-to-day operations of the Residence Hall.
2. Work Sunday through Thursday from 3:00 p.m. to 11:00 p.m.
3. Resolve minor disciplinary infractions in alignment with OSSM policy.
4. Report maintenance issues in the Residence Hall.
5. Help plan student activities and events.
6. Supervise other Residence Hall staff, including community residence advisors and receptionists.
7. Distribute medications, both prescription and non-prescription, to students in residence.
8. Perform other duties as related to the operations of the Residence Hall and student life.

Minimum Qualifications

1. Bachelor's degree in education or similar area of study
2. Previous experience in an academic environment preferred.
3. Previous supervisory experience preferred.

Salary & Benefits

1. Salary is competitive and commensurate with credentials.
2. Benefits include health, 401(a) Plan, 457 Plan, teachers' retirement, and others.
3. Living accommodations are provided on campus at no cost.

Application Procedure

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

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Oklahoma School of Science and Mathematics
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405-521-6439
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