



Oklahoma School of Science and Mathematics

EXECUTIVE ASSISTANT TO THE PRESIDENT

The Oklahoma School of Science and Mathematics (OSSM) is seeking an Executive Assistant to the President. The Assistant's basic purpose is to provide executive-level administrative and clerical support to the President by exercising confidentiality, tact, and diplomacy. In addition, responsibilities may also include: maintaining various records, preparing correspondence, board reports, or other materials.

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 11th by Niche.com and 2nd by Wall Street 24/7).

Essential Duties, Responsibilities, and Qualifications

- Performs administrative and general office duties and functions for the President.
- Serves as the first point of contact for the executive office by telephone, email, or in person.
- Manages Open Meetings Act.
- Records and transcribes proceedings of board meetings.
- Establishes and maintains filing system for the executive or senior-level staff; arranges appointments; oversees the reservations for the agency's vehicles.
- Proficiency in business communication practices, including spelling, grammar, and punctuation. Familiarity with office procedures, public relations, and standard computer applications, including Microsoft Outlook, Excel, Word, and PowerPoint.
- Skills required include strong oral and written communication; excellent organizational and filing abilities; and keen attention to detail, as well as the ability to build and maintain effective working relationships with individuals from diverse social, cultural, economic, and educational backgrounds, including high school students.
- Abilities required include ability to multitask; exercise discretion; establish and maintain a confidential work environment.
- At least three years of executive assistant or clerical experience preferred.

Salary & Benefits

1. Salary is competitive and commensurate with credentials.
2. Benefits include health benefits, 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
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405-521-6439

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