Oklahoma School of Science and Mathematics

Position Available

Dean of Admissions

The Oklahoma School of Science and Mathematics (OSSM) is an academic emphasis, math and science emphasis, two-year, residential high school located in Oklahoma City and available for free to any qualified Oklahoma student. OSSM is characterized by standards and rigor that produce elite rankings. Most recently, Niche ranked OSSM the ninth best high school in the nation.

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 prospective 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:

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