

Amber R. Silverhorn-Wolfe

Student Success Program Manager

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2023-10 –

Current

Student Success Program Manager

AISES (American Indian Science and Engineering Society)-Advancing Indigenous People in STEM, Remote

Manages various programs related to student success for Native American undergraduate and graduate students majoring in STEM.

2020-09 –

2022-08

Education Services Administrator

Wichita and Affiliated Tribes, Anadarko, OK

Provides leadership, direction, and management for the Education Services Department and programs. Primary responsibilities are the management and enhancement of programs in the department. Performs the overall planning, execution, and evaluation of tribal programs and services within the department and completes work in compliance with applicable tribal and federal policies, procedures, and regulations. Provides supervision to department staff.

- Specialized experience in providing leadership and/or management of Indian Self-Determination and Education Assistance Act of 1975 (ISDEAA) and Public Law (P.L. 93-638) program activities. Works to provide advisory services to develop, coordinate, and negotiate a variety of contracts and grants; handles contract management, policy development reviews for programs, and resolves administrative and management issues; determines department training needs regarding education on self-determination; determines activities associated with the development of training and curriculum development to support the implementation of P.L. 93-638 programs.
- Currently plans, develops, implements, and monitors the education and employment programs within the department. This includes, but is not limited to Higher Education, Adult Education, Adult Vocational Training, Direct Employment, Johnson O'Malley, and other educational resources.
- Develops and administers an annual educational needs assessment to obtain input from Tribal members, Tribal employees, and the Wichita Executive Committee as an integral part of strategic planning. Works with staff to prepare and submit annual strategic planning documents to incorporate into the Tribe's annual strategic implementation plan.
- Directs and oversees planning efforts to create programs that align with the long term vision and goals for the department. Works to identify funding sources and develop positive working relationships with individuals, agencies and organizations

that may contribute to the accomplishment of department goals. Oversees contract and grant writing proposals to procure special project and program funding.

- Monitors progress of current programs, grants, and contracts by establishing and using guidelines to measure service outcomes. Develops strategies to ensure department's readiness to adapt programs and services to policy and regulatory changes.
- Creates, develops, implements, and promotes innovative partnerships and projects between education, work assistance, work experience, and cultural enrichment programs to meet the employment and educational needs of the Tribes and tribal members.
- Maintains regular contact with community members, Tribal Council, Indian Education programs, and other federal and state entities to accomplish department objectives and preserve good public relations. Represent and advocate for the Tribe's Education Services by attending local, state and regional meetings and conferences.
- Researches and designs appropriate department performance and quality training. Plan and implement programs and specific educational plans to ensure the education and training of staff to improve department. Ensure the professional growth of staff by supporting and requiring regular training. Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.

2019-10 -
2020-10

Higher Education Director

Kiowa Tribe, Anadarko, OK

Works under Kiowa Tribe Executive Director implementing the Higher Education Grant Program, Adult Vocational Training Program, and the Direct Employment Assistance Program. Ensures Public Law 93-638 (P.L.93-638) compliance by overseeing the administration and management of the program budget, submitting quarterly and annual reports, processing of applications, and ongoing evaluation of the programs.

- Provides staff assistance in complex contracting and granting functions from pre-award to closeout under P.L. 93-638. Responsible for resolution of Single Audit issues and preparation of Audit Reports.
- Specialized experience in providing leadership and/or management of Indian Self-Determination and Education Assistance Act of 1975 (ISDEAA) and Public Law (P.L. 93-638) program activities. Works to provide advisory services to develop, coordinate, and negotiate a variety of contracts and grants; handles contract management, policy development reviews for programs, and resolves administrative and management issues; determines department training needs regarding education on self-determination; determines activities associated with the development of training and curriculum development to support the implementation of P.L. 93-638 programs.
- Maintains a records management system and monitoring of student progress.
- Has overall responsibility for administration of the Education program of the Kiowa Tribe.

- Maintains responsibility for the development of standards for all educational operations.
- Supervises program staff and works to strengthen program operations by building a network of community resources, including with area schools, organizations, and businesses, to benefit students and applicants.
- Attends tribal council and committee meetings to represent the Higher Education Department.

2018-08 -
2019-12

Higher Education Counselor

Kiowa Tribe

- Manages applications associated with the Kiowa Higher Education Grant Program ensuring timely and quality delivery of all applications, including pre-planning, follow-up, tracking of metrics, and reporting
- Develops and cultivates relationships with stakeholders in the community, including teachers, guidance counselors, school administrators, other youth development organizations, and colleges in state and out of state
- Delivers and/or invites appropriate speakers for presentations in the topics of college admissions, financial aid, leadership, career panels, and various educational topics and life skills to elementary, high school, and college level students
- Develops and implements integrated outreach and communications campaigns, including brochures/flyers/posters in coordination with the Public Relations and IT director using our website and social media
- Performs casework service with individual students to correct personal, social, or emotional maladjustment related to their educational and social progress

2017-08 -
2018-08

Job Placement and Training Specialist

Kiowa Tribe

- Responsible for matching job requirements with possible personnel, conducting extensive research based on the position needs, and interacting with employers and prospective candidates
- Provided resources for training opportunities as required and give detailed guidance to prospective workers regarding potential benefits and job responsibilities
- Maintained budgets and gave quarterly and annual reports to Director for submission to the granting agency
- Kept accurate applicant information in a database and recorded interactions with the clients, schools, employers and prospective employees
- Conducted employer outreach to market Kiowa Tribe Job Placement and Training services to potential clients, technical schools, and employers through phone contact, emails, attending job/career fairs, correspondence, and face to face presentations
- Conducted regular labor market and industry needs analysis to stay current on business and hiring trends

2016-06 -
2017-01

Case Manager/Victims of Crime Act Advocate

Wichita And Affiliated Tribes

- Case Manager for the Tribal Youth Suicide Prevention and Surveillance Program (TYSPP) In charge of coordinating and providing care that was safe, timely, effective, efficient, equitable, and client-centered
- Handle case assignments, draft service plans, review case progress and determine case closure
- Developed effective working relations and cooperated with mental health professionals, medical personnel, and law enforcement throughout the entire case management process
- Collaborated with social services, health and governmental agencies
- Recorded cases information, completed all necessary forms to help produce statistical reports in accordance with grant requirements
- Victim of Crimes Act (VOCA) Advocate for the Domestic Family Violence Program coordinated tribal and community meetings in response to domestic violence, dating violence, sexual assault, and stalking
- Provided accompaniment and advocacy through medical, law enforcement, court and social systems, including medical facilities, police reporting, and court proceedings
- Provided crisis intervention, short-term individual support services, comprehensive service coordination, and supervision to assist victims and non-offending family or household members
- Developed and distributed materials on issues related to the program services. Developed resource booklets to assist law enforcement personnel and victims during domestic violence, sexual assault, dating violence and stalking situations

2015-05 -
2016-06

Administrative Assistant

Wichita and Affiliated Tribes

- Performed administrative and office support activities for Economic Development Director
- Duties included fielding telephone calls, answering emails, receiving and directing visitors, word processing, and filing
- Extensive software skills were required, as well as internet research abilities and strong communication skills
- Typed meeting minutes for the WTIDC Board of Commissioners in accordance with WTIDC bylaws
- Coordinated travel to meet requirements within WTIDC policy and procedures
- Organized office meetings using Skype and telephone conferences
- Entrusted with access to bank accounts to perform accounts payable and accounts receivable duties

2014-04 -
2015-02

Security Guard

Wichita And Affiliated Tribes Sugar Creek Casino

- Performed security operations for the casino
- Conducted area sweeps of security grounds
- Escorted employee members from cash cage to respective working areas
- Provided security for drop team members in order for them to do their jobs
- Helped ensure the safety of customers during daily operations and during casino concert events
- Reported to surveillance in accordance with Sugar Creek Casino policies

2012-04 -
2012-08

Players Club Hostess

Gold River Casino Player's Club

- Answered phones and gave out information in accordance with Player's Club rules and policies
- Issued club cards and free play tickets to customers. Worked with customers on new member sign ups and informed them on the use of the club card and the daily promotions
- Maintained a clean working environment while performing daily tasks
- Carried a bank and sold items such as tickets, t-shirts and other Player's Club item. Monitored social media and online sources for industry trends

2011-07 -
2011-08

Youth Guidance Specialist

Southwest Oklahoma Juvenile Detention Center

- Supervised residents at a juvenile detention center. Kept visual and auditory contact at all times. Assured residents maintained their daily and weekly schedules
- Provided input to shift supervisor regarding daily activities and incidents related to residents
- Developed a thorough understanding of all security and emergency procedures
- Was responsible for seeing that the physical and emotional needs of the residents were met during shift, and within the defined parameters of the group home
- Prepared all necessary paperwork, which included intake and release forms, daily logs, incident reports, and medical reports
- Used acquired knowledge of group dynamics as well as facilitation of recreation activities to achieve desired outcomes

2002-08 -
2011-04

Staff Sergeant

United States Army

- 14J Military Occupational Specialty (MOS) Air Defense Command Control Communications and Computer Intelligence (ADC4I) Active Duty Soldier
- Over 8 years of increasingly responsible military experience in many areas involving administrative work, instructing personnel in career specialty training, managing personnel, soldier preparedness, and the operation and maintenance of secret computerized equipment in Air Defense Artillery

- As an Instructor, taught over 2,000 hours of networking and computer classes on Army classified systems. Supervision of over 300 students/trainees
- Responsible for the monthly counselings and progression of students in their job, goals, financial planning, family problems, schooling, and personal well-being of over 30 junior personnel
- Worked in an office environment supporting the training activities of 300-1,200 personnel
- Filed personnel records using computer and manual systems
- Assisted in training new personnel in specific military and office procedures
- Delivered staff training on combat readiness strategies while working to enhance morale and support overall welfare.

Education

2013-08 -
2017-12

B.S. Degree: Psychology

Cameron University - Lawton, OK

- Member of Gamma Upsilon, the Cameron University chapter of Alpha Phi Sigma, the National Criminal Justice Honor Society
- Dean's List for Fall 2013, Spring 2014, Spring 2015, Fall 2015, Spring 2016, Fall 2016, and Spring 2017
- President's List for Summer 2016
- Scored above the 50th percentile on the National ACAT Psychology Test
- Graduated with 3.3 GPA

2001-08 -
2002-05

High School Diploma

Riverside Indian School - Anadarko, OK

- Graduated with 3.6 GPA

2018-08 -
2019-12

M.A. Degree: Administrative Leadership

The University of Oklahoma - Norman, OK

- Focus on Organizational Leadership
- 3.56 GPA

2020-08 -
Current

Ph.D.: Adult And Higher Education

University of Oklahoma - Norman, OK

The doctoral program in Adult and Higher Education with the Adult and Continuing Education emphasis specializes in areas of practice within the field of adult and continuing education as follows:

- Community Education/Organizing & Social Change
- Educational Outreach
- Informal & Non-Formal Learning
- International Lifelong Learning
- Professional & Continuing (Higher) Education
- School-to-Work & Work-to-School Transition

- Social Advocacy & Action
- Workplace Learning & Organizational Change

Educational Research

- Conducted the discussion topic for research titled, "You Can't Handle the Truth: A Practical Approach of Victim Blaming", at Cameron University with three of my peers. The purpose of the study was to exploit similarities between a participant and a hypothetical rape victim to reduce levels of victim blaming. Testing the hypothesis that the introduction of participant pertinent information into a hypothetical rape scenario would result in lower levels of victim blame. The results of a factorial ANOVA revealed that there was a statistically significant interaction effect for those who received a vignette where they were given the "similarity prime," after they were given the victim blame survey. Participants averaged higher levels of victim blaming when compared to the other conditions without a "similarity prime."
- Co-author on a chapter for "On Indian Ground: Oklahoma." The second in a series of ten books on American Indian/Alaska Native/Native Hawaiian education. The focus of this text is the tribes in Oklahoma and the best practices available to educators of native students in K-16. This volume explores the history of Oklahoma Indian education as well as current policies on early childhood education, gifted education, curriculum, counseling, funding, and research. The chapters provide a unique look at crosscutting themes, such as sustainability, economic development, health and wellness, and historical trauma and bias

Accomplishments

- Granted a Secret security clearance by the federal government
- 2002: National Defense Service Medal
- 2003: Global War on Terrorism Service Medal
- 2005: Good Conduct Medal 1st Award
- 2006: Army Achievement Medal
- 2007: Army Achievement Medal
- 2007: Distinguished Honor Graduate of the Warrior Leader Course 004-07
- 2007: Non-commissioned Officer Professional Development Ribbon
- 2008: Good Conduct Medal 2nd Award
- 2008: Served as the Air Defense Airspace Management NCO for the 75th Fires Brigade in support of the 1st Infantry Division, with a 96-hour worldwide deployment mission, trained Soldiers in the operation and maintenance of all assigned equipment, responsible for all associate equipment worth in excess of \$2,000,000.00
- Personally, selected by the 75th Fires Brigade Commander to liaison tactical airspace integration for the United States Central Command (USCENTCOM), upon departure received the Joint Service Achievement Medal
- 2008: Commended by the Army Community Service Director at Fort Sill for performance as Brigade Army Community Service NCOIC and organization manager for Army Community Service
- 2008: Branch Security NCOIC,

- 2008: Served as an Instructor/Writer for an Air Defense Command Control Communications Computers and Intelligence (ADC4I) Battery, missioned to TRADOC (Training Doctrine) for the institutional training of 142 lesson plans for Initial Entry Training (IET), Military Occupational Specialty (MOS)-Transition, Officer Basic Course, and Warrant Officer Basic Course, Advanced Individual Training Warrior Field Training Exercise (WFTX)
- Conducted 14J Graduation Ceremonies, Instructor Evaluations, Army Warrior Training, Army Values Reinforcement, Warrior Tasks and Battle Drills
- 2008: Unit Sports NCOIC
- 2009: Mentored twenty-three 14J Soldiers to graduate with two Distinguished Honor Graduates and three Honor graduates whose academic average was over 95.7%
- Among top 10% of instructors with a first time go on the 14J Certification Board
- 2010: Conducted realistic 14J MOS training and personal battlefield experience to 120 IET Soldiers during 3 FTX's, led the training of over 150 IET Soldiers in Warrior Tasks and Battle Drills resulting in 100% first time go's
- Instructed over 60 soldiers how to be Air Defenders, all 60 graduated 14J AIT with an overall course GPA over 96%
- 2013-2017: Deans Honor Roll x6; Presidents Honor Roll
- 2017: National Criminal Justice Honor Society
- 2017: Scored above the 50th percentile on the ACAT Psychology Test. Scored better than at least half of the psychology seniors across the country who took the test in several areas including Statistics, Abnormal Psychology, Personality, Developmental, Learning, Experimental and History of Psychology
- 2018: Historical Trauma Curriculum Training
- 2020: Presenter for the 18th Annual Hawaii International Conference on Education, "Developing a Network Improvement Community for Native Student Success"

Affiliations

- Member, American Educational Research Association, 2018 to Current
- Member, National Career Development Association, 2018 to Current
- Member, National Indian Education Association, 2018 to Current
- Committee Member, NIEA Membership, 2019 to Current
- Member, American Indian Science and Engineering Association, 2018 to Current
- Southwest Representative, Oklahoma Council for Indian Education, 2018 to 2020
- Member, Oklahoma State Department of Education Equity Task Force, Current
- Member, Wichita Service Club, Current
- Member, OU American Indian Student Association, Current
- Member, American Indian Chamber of Commerce of Oklahoma
- Vice-Chair, Strengthening Healthy and Resilient Environments Coalition, 2019 to Current
- Teacher Candidate, Kiowa Tribe Culture and Language Revitalization, 2020 to Current
- Chair, Fort Cobb-Broxtton Indian Education Parent's Committee, 2018 to Current
- Reach Higher Navigator for the Oklahoma State Regents for Higher Education, 2018 to 2020

Certifications

2002-10	Basic Combat Training
2003-04	Advanced Individual Training
2019-04	Multi-TADL Joint Integration Course/ Communication Systems Training
2007-01	Air Defense Artillery Airspace Coordination Digital Training
2007-03	Warrior Leader Course
2004-04	Unit Prevention Leader
2010-07	Cadre Training Course
2010-07	Basic Instructor Course
2010-07	Advanced Leader Course
2011-06	Custody Care Management System Certified
2016-08	Missing Persons and Human Trafficking
2016-09	Responding to the Domestic Violence Victim Training
2016-07	Managing Suicide Risk Collaboratively: The CAMS (Collaborative Assessment and Management of Suicidality) Framework
2016-07	Applied Suicide Intervention Skills Training in suicide First Aid
2016-07	Counseling on Access to Lethal Means (CALM)
2016-07	Choosing and Implementing a Suicide Prevention Gatekeeper Training Program
2019-07	Locating and Understanding Data for Suicide Prevention
2016-07	A Strategic Approach to Suicide Prevention
2016-07	Keeping Emotions in Check, offered by the American Association of Suicidology
2017-07	Traumatic Brain Injury: Signs and Symptoms, offered by the American Association of Suicidology
2019-04	ACELLUS Certified Administrator
2019-07	Financial Literacy and Economic Education Workshop
2020-02	Renewable Energy: Teaching to the 21st Century
	Introduction to Tribal Education
	Living Works Start Suicide Prevention