

**Anita Pahsetopah-Smith**

**Student Success Program Officer**

**American Indian Science and Engineering Society**

<b>EDUCATION:</b>	East Central University	01/2023- 7/2026
	1100 E 14 <sup>th</sup> St. Ada, OK	
	BA Native American Studies	
	Tulsa Community College	08/2017- 05/2021
	3727 E Apache St. Tulsa, OK	
	Central Technology Center	08/90 - 05/92
	3 CT Circle, Drumright OK	
	Marketing Education/ Business Management	
	Bristow High School	08/89 – 05/92
	420 N Main, Bristow OK	

**WORK EXPERIENCE:** Student Success Program Manager

American Indian Science and Engineering Society (AISES)

November 2024 to Present

AISES is a National nonprofit organization focused on increasing the representation of Indigenous peoples of North America and the Pacific Islands in science, technology, engineering, and math studies and careers.

- Provides essential administrative support for AISES College and Career Readiness programs, including managing webinars, curriculum lessons, and outreach efforts.
- Engages with students, educators, and stakeholders, and travels to partner schools for event planning.
- Coordinates travel, creates media, handles purchases, and maintains program records and databases.
- Nurtures the educational success of Indigenous STEM college students by providing professional, academic, and emotional support to help navigate their college and career journeys.
- Creates a strong and empowered cultural community of Indigenous STEM scholars and professionals that contribute to the empowerment, retention, graduation, and personal growth of Indigenous students.
- Provides support through our scholarship, internship, and mentorship programs.
- Provides holistic student support services such as webinars with indigenous STEM professionals and students, one-on-one check-ins with students, student scholar cohort meetings, and student of the month spotlights to ensure our AISES students have the support and information necessary to persist and thrive in their STEM education and on into STEM careers.

TEDNA ACE Senior Education Specialist

In Partnership with Muscogee Nation's Department of Education

5/2016- 11/2024

The Tribal Education Department National Assembly's (TEDNA) ACE Project is funded by a 3- to 5-year grant from the US Department of Education's Office of Indian Education. The goal of TEDNA's Accessing Choices in Education (ACE) Project is to expand access to high-quality, evidence-based educational choices for Native American high school aged youth and increase parental support and family involvement. Previous grants awarded were the Native Youth Community Project and the Extended Data Collection where I served as an Education Specialist for TEDNA.

Organized, natural self-starter with a strong orientation to relationship-building/partnerships, and communication with Tribal Education departments, Local Education agencies/Administration, and partnered entities.

Works independently from conception to completion and work well under tight timelines to handle a wide variety of activities and confidential matters with discretion. Thrives when working in teams, am a self-starter, build strong relationships, and achieves ambitious goals. Is comfortable speaking in public forums. Can communicate verbally and in writing to a variety of

audiences including tribal leaders, legislators, stakeholders, politicians, educators, students, parents, and community members.

- Provided individualized support regarding students' choices in post-graduation plans.
- Provided input on project scope, sequence, implementation, and tracking plans by becoming familiar with all ACE partners to include but not limited to ACE, ICAP, Oklahoma's Promise, Oklahoma State Regents for Higher Education, OK Career Guide, Ok College Start, and ACT.
- Supported cross collaboration through planning and hosting program/team meetings throughout the grant period.
- Data entry understanding of the established database and ACE grant reporting systems.
- Provided guidance and support to high school students in academic, career, and personal development.
- Developed and implements comprehensive college readiness programs for students, including workshops on college applications, financial aid, and scholarships.
- Organized summer camps, campus visits, and guest speaker events to expose students to various post-secondary options.
- Assisted students in researching colleges/universities based on their interests, goals, and academic achievements.
- Maintained confidential student records related to counseling sessions and interventions provided.
- Created resources such as handouts or presentations on topics relevant to high schoolers (e.g., study tips)
- Counseled high school seniors through the college application process including essay writing assistance.

Muscogee Nation

11/15- 5/2016

Reintegration Program Case Manager

615 E. Corporation St. Henryetta, OK 74437

Interviewed clients who are or have been incarcerated and in crisis situations involving social, emotional, financial, marital, health, or other problems to develop background and details of problems. Assessed and evaluated cases and prepares and implements treatment and case management plans. Counseled clients, assisting them to identify and resolve problems and make effective use of resources. Developed specialized services for reintegration participants and their families. Assisted clients in finding ways of adjusting to release from prison that will allow for a lifestyle as comfortable as the situation will permit.

- Conducted thorough assessments to identify client needs and develop individualized care plans.
- Advocated for clients' rights and ensured access to appropriate resources and support systems.
- Maintained accurate and up-to-date documentation of client interactions, progress, and outcomes.
- Facilitated regular meetings with clients to review goals, address barriers, and track progress.
- Coordinated referrals to community agencies for additional support services as needed.
- Provided crisis intervention and emotional support to clients in challenging situations.
- Collaborated with legal professionals to ensure compliance with court orders or legal requirements.
- Developed strong relationships with local service providers to enhance referral networks.

Muscogee Nation

04/15 – 11/15

JOM Field Specialist

Okmulgee, OK 74447

Provided various types of professional and technical assistance in planning and implementing JOM projects in local school districts within the eleven counties of the Creek Nation service area. Conducted monitoring visits and maintain record of JOM school programs to track compliance requirements. Created and maintained records regarding the Advanced Placement Program. Attended Committee meetings. Coordinated trainings and events. Assisted JOM Manager and staff as needed and requested.

- Participated in team meetings to discuss ongoing projects, share knowledge, and provide input on process improvements.
- Collaborated with other departments to coordinate interdisciplinary projects and initiatives.
- Organized professional development workshops for faculty members to enhance their teaching skills and stay updated on current trends in education.
- Created a positive learning environment by fostering open communication between students, parents/guardians, teachers, and administrators.
- Monitored budget allocation for academic programs ensuring efficient use of resources.

Bristow Public Schools

09/11 – 04/15

JOM Tutor

Bristow, OK 74010

Assisted students in grades 6-12 with all subjects. Monitored students work habits and reviewed progress of their academic success. Set up tutoring schedules for any student requiring academic or social needs. Maintained records to insure student improvement in areas of need. Developed healthy relationships with students and their family to make sure the student has every opportunity to succeed. Assisted students in finding financial help for higher education.

- Collaborated with faculty members to ensure accurate interpretation of degree requirements and program policies.
- Assisted students in navigating university resources such as tutoring services, study abroad programs, and internship opportunities.
- Implemented strategies to improve student retention rates by providing ongoing support and guidance throughout their academic journey.
- Utilized student information systems (SIS) to track student progress and update records accurately.
- Participated in professional development activities related to advising best practices and stayed informed about current trends in higher education.
- Collaborated with other advisors within the department to share resources, exchange ideas, and provide consistent support for all students.

**HIGHLIGHTS:** Case preparation and evaluation. Client counseling. Crisis intervention. Building relationships with students, parents, teachers, administrators, agencies, institutions, and facilities. College and career readiness curriculum development. Data collection. Excellent interpersonal skills. Motivated. Strategic thinker. Meeting facilitation. Event Planning. Classroom management. Project planning. Presentation skills.

**REFERENCES:** Julian Guerrero  
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Director, Office of Indian Education

U.S. Department of Education

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Director Native American Studies  
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