

**Michelle Lancaster**  
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## **Professional Experience**

**Coordinator of Academic Affairs**  
**Sul Ross State University**

**Alpine, Texas**  
**April 2023-Present**

- Provide executive-level support to the provost; direct, manage, and support the business needs of Academic Affairs and the Office of the Provost; organize and execute special projects; oversee operations of Academic Affairs; provide strategic advice; update and edit university publications, such as the catalog, academic calendar, and faculty handbook; organize faculty awards; operate the online bookstore; operate Interfolio for tenure and promotion; organize and prepare all-faculty meetings, chairs' meetings, and Academic Affairs meetings; assist and support Curriculum Council; prepare motions for the Board of Regents meetings; maintain compliance with state regulations; support organization of commencements, convocations, and honors ceremonies; provide leadership functions when the provost is absent

**Administrative Assistant V**  
**Tarleton State University**

**Waco, Texas**  
**Aug 2021-Present**

- Provide administrative support for campus executives; support daily operations of faculty, advising, recruiting, and financial-aid staff; greet and assist students and visitors; schedule and plan meetings, activities, and events; create and manage social media and email blasts; provide a variety of fiscal and administrative records and reports; create course schedules; office management; represent the campus in the director's absence; handle travel arrangements, expenses, and mileage; manage correspondence; manage calendars and schedules; assist in interviewing, hiring, and onboarding faculty and staff; supervise student workers; member of wellness council; co-chair of staff council; instituted and produce employee newsletter

**Managing Editor**  
**Lone Star Literary Life**

**Spur, Texas**  
**Jan 2015-June 2021**

- Planned and managed weekly, online magazine; organized, assigned, researched, wrote, and edited content; curated book reviews; recruited and supervised freelance writers; created and managed social media; interviewed profile subjects; curated a statewide literary calendar; upload and maintained website content; marketed products and services; created new features that provided additional revenue streams

**Editor and Owner*****The Texas Spur*****Spur, Texas****March 2018-Nov 2019**

- Planned and managed weekly, print newspaper; write and edited news, features, and editorial; proofread pages; interviewed news and profile subjects; attended and reported on community events and government meetings; managed subscriber and mailing databases; handled billing; posted accounts payable/receivable

**Freelance Editor/Writer****Spur, Texas****May 2010-Aug. 2020**

- Edited and proofread fiction and memoir manuscripts; reviewed books; published in *Authentic Texas*, *High Country News*, *World Literature Today*, *The Rumpus*, *Foreword Reviews*, *[PANK] Magazine*, *Rain Taxi*, *Mosaic Literary Magazine*, *The Collagist*, *Concho River Review*, *Atticus Review*, *BookSlut*, *The Review Review*, and *Monkeybicycle*

**Paralegal****Akin Gump Strauss Hauer & Feld****Dallas, Texas****Sept. 1998-April 2009**

- Interviewed clients; drafted correspondence, memoranda, and documents; conducted research; created legal entities; qualified and registered clients with federal and state regulatory agencies; filed compliance reports with federal and state regulatory agencies; maintained files and calendars; represented firm with the Texas Securities Board; expanded responsibilities and possibilities for better utilizing paralegals

**Education****Sul Ross State University, MA in Political Science****exp. May 2025****Texas Tech University, BA in Political Science, Summa Cum Laude****May 2023**

- President's Honor List; member Phi Kappa Phi Honor Society, Gamma Beta Phi, National Society of Collegiate Scholars, Golden Key International Honour Society

**Navarro College, AAS in Paralegal Studies, Honors****May 2000****Awards**

- 1<sup>st</sup> Place in Community Service, Texas Press Association; 2<sup>nd</sup> Place, Editorial Writing, and 3<sup>rd</sup> Place, Special Section, West Texas Press Association

**Activities/Professional Associations**

- Member: Writers' League of Texas, Texas Press Association, PEN America
- Volunteer: Texas Book Festival moderator, Texas Center for the Book essay judge, International Rescue Committee family mentor