

# Linda Chapel Jackson

## Resume

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### PROFESSIONAL EXPERIENCE

#### **Senior Editor, Communication and Information Technology (CIT), University Outreach and Engagement, Michigan State University, East Lansing (2003 – present)**

CIT is a team-oriented environment; responsibilities are shared across four teams. As chair of the Publications Team, I have lead responsibility for print publications. Typical cross-team activities include:

- Consulting with clients to develop communication strategies, including goals, scope, message, audience, medium, style/tone, distribution, production, and marketing.
- Researching, writing, editing, designing, and/or overseeing production of individual publications, presentations, posters, websites, and other materials.
- Adapting existing materials for new audiences and media.
- Reviewing departmental communications for consistency of message, style, and format.
- Contributing to ongoing departmental research about MSU outreach initiatives campus-wide, including story development and write-ups as well as discussion of sources and methods.
- Developing CIT publications infrastructure and tools (e.g., templates, style guides, tutorials, editorial process).
- Providing editorial assistance for academic publications, technical reports, and other documents.

#### **Editor and Office Manager, Institute for Children, Youth, and Families, Michigan State University, East Lansing (1990 – 2003)**

- Wrote and/or edited departmental publications (annual reports, briefs, technical reports, brochures, newsletters, journal articles, and other materials); designed in-house publications; designed, developed, and maintained website.
- Served as managing editor for book series (*MSU Series on Children, Youth, and Families*) and three research journals (*Developmental Psychology*, *Journal of Research on Adolescence*, and *Applied Developmental Science*). Worked with senior editors to develop procedures; designed and disseminated publicity materials; mentored first-time authors regarding academic publications (e.g., appropriateness of a manuscript for submission, style requirements, and other policies); coordinated communications among authors, reviewers, editorial board, and publisher; monitored progress of manuscript reviews and revisions; compiled periodic status reports for editorial board; copy-edited and compiled submissions to publisher; maintained lists of reviewers and their areas of interest.

## **LINDA CHAPEL JACKSON**

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- Acted as technical services liaison with computer support contractors, tutored new users, installed new hardware and software, maintained equipment inventory.
- Supervised clerical-technical and student employees, led staff meetings, met with unit director on staffing and workload issues.

### **Secretary, Department of Teacher Education, Michigan State University, East Lansing (1989 – 1990)**

- Provided basic secretarial support for eight faculty members (temporary position).

### **Department of Statistics, University of Washington, Seattle (1983-1989)**

- **Information Services Evaluator** (1987 – 1989). Departmental liaison to system administrator of UNIX-based network. Coordinated remodeling for new workstation lab; ordered hardware, software and supplies; received equipment and tracked pending orders; negotiated service contracts; introduced users to system and acted as point of contact for problems with hardware and software; maintained inventory; performed preventive maintenance and data backups; logged information on volume of use, costs, etc.; anticipated and resolved concerns such as security.
- **Technical Secretary** (1983 – 1986). Copy-edited and typeset manuscripts for mathematical research journals, technical reports, dissertations, grant proposals, and classwork using TEX mathematical typesetting language.

### **Secretary, Department of Physics, University of Washington, Seattle (1977 – 1983)**

- Monitored budget, did travel accounting, and prepared annual contract report/proposal and technical publications for a research grant supporting 10 faculty members, myself, and hourly clerical staff whom I hired and supervised. Coordinated Summer Institute in Theoretical Physics (located housing for visitors and their families, greeted and oriented participants on arrival, provided clerical support for the conference, arranged field trips, and coordinated final report and accounts closure).

## **EDUCATION**

Michigan State University, Justin Morrill College (1969 – 1972). Two and one-half years toward B.A. completed.

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