

# MELISSA A. BANKROFF

E-mail: [bankroff@msu.edu](mailto:bankroff@msu.edu)

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## **EDUCATION**

**Michigan State University, East Lansing, Michigan**  
Master of Arts: Anthropology

December 2008

**Michigan State University, East Lansing, Michigan**  
Bachelor of Arts: Anthropology  
Certificate: Asian Studies Specialization

May 1994

## **PROFESSIONAL EXPERIENCE**

**Michigan State University, East Lansing, Michigan**  
**The School of Hospitality Business**

August 2009 – Present

### ***Teaching***

Instructor (2010 – Present)

- HB 201: Hospitality Business Professional Development I (1 cr.), three sections each Fall and Spring semesters
- HB 307: Introduction to Human Resource Management (3 cr.), one section each Fall and Spring semesters

Former Instructor (2010 – 2017)

- HB 401: Hospitality Business Professional Development II (1 cr.); three sections each Fall semester; two sections each Spring

### ***Academic Advising***

Graduate Student Advisor (2009 – Present)

- Course selection and progress plan
- Approval of elective courses and course substitutions; independent study applications; field study applications
- Review of mid-program student progress reports and final evaluations
- Graduation certifications

Undergraduate Student Advisor (2010 – 2014)

- Course selection and progress plans
- Approval of elective courses and course substitutions; independent study applications; course overrides
- Admission process and decisions (upper-level admission requirement)
- Monitoring student progress; academic performance; implementing probationary and disciplinary policies as necessary
- Graduation certifications
- Promoting Office for Education Abroad programs; program selection; application approvals; evaluation and approval of course selections

### ***Administration***

Coordinator, Graduate Programs (2009 – Present)

- Graduate program curriculum review, revision, and development
- Student recruitment and retention
- Admission application review and decision
- Scholarship application review and award recommendation
- New graduate student orientation
- Planning and organizing The School's annual Graduate Student Research Forum

### ***Committee Memberships***

- The School of Hospitality Business' Scholarship Committee (2018 – Present)
- The School of Hospitality Business' School Advisory Council (2018 – Present)
- The School of Hospitality Business' Graduate Program Committee (2009 – Present)
- The Broad College of Business' Master's Program Directors Committee (2009 – Present)
- The School of Hospitality Business' Undergraduate Admission Committee (2010 – 2014)

### **PROFESSIONAL MEMBERSHIPS**

- Society for Human Resource Management (SHRM) 2017 - Present

### **PROFESSIONAL CONTRIBUTIONS**

- Invited Presenter: Jackson County Chamber of Commerce November 2014  
*The Brand Called YOU: Creating, Marketing, Managing Brand YOU*
- Mentor: MSU's Women's Network Association (WNA) September 2014 – May 2015  
Mentor Match Program
- Invited Presenter: Women's Initiative for Leadership Development February 2014  
*Reinventing the Rules: From Shame Game to Name Fame*

### **PROFESSIONAL CERTIFICATIONS**

- Michigan State University, East Lansing, Michigan October 2015  
*Intercultural Communications*
- Dale Carnegie Training, East Lansing, Michigan June 2012  
*Effective Communication and Human Relations*