



Associate Vice
Chancellor for
Human Resources
mmlyn2@uis.edu

Melissa Mlynski



**Deputy
Director**

Melisa Hatch

- mhatc2@uis.edu**
- UIS HR Policies & Procedures
 - Salary Range Changes
 - AP/CS/EH Job Descriptions
 - Classification/ Compensation Manager
 - Civil Service Testing Manager
 - Employment Manager
 - HR Systems Manager
 - SURS Reporting Manager

**Information Technology
Technical Associate
Vacant**

- HR Systems training & troubleshooting, including HireTouch, HRFE, Banner, PARIS, and others

**Assistant Director –
Labor & Employee
Relations**

Mark Owens

- mowen1@uis.edu**
- Labor & Employee Relations
 - UIS Policy & Procedures
 - Employee Discipline
 - Union Contract Administration
 - Leaves Manager

**HR Representative
Erin Taylor**

- etayl3@uis.edu**
- Leaves of Absence, including: FMLA, FFCRA/ARPA, Military, VESSA, & SURS disability processes
 - Support to the Collective Bargaining Process
 - Union Rep Liaison



**Assistant Director
– Access &
Equity and Title IX
Coordinator**

Shelby Bedford

- sbedf2@uis.edu**
- Title IX Coordinator
 - ADA Coordinator for Faculty and Staff
 - Equal Employment Opportunity Officer



**HR Associate –
Student
Employment**

Jé Greer

- jgree6@uis.edu**
- Student Employment
 - Federal Work Study
 - Graduate Hourly Employment
 - ANCRA
 - I-9s
 - Employment Verifications
 - P-Card Reconciler/ Approver
 - Unit Security Contact for Division of Finance & Administration
 - Public Service Loan Forgiveness (PSLF)


Student Worker



**Administrative
Aide**

Bethany Burbridge


- bburb2@uis.edu**
- Assistant to Assoc VC for HR
 - HR Financial Operations
 - Website Admin
 - Office Manager
 - Tuition Waivers
 - Work Orders



**HR Associate
Division
Liaison**

Carlene Hindert

- chind2@uis.edu**
- Academic Affairs Division
 - CS, EH, Faculty & AP Employment: Pre-employment screenings to onboarding
 - CS, AP, & Faculty Separations



**HR Associate
Division
Liaison**

Madison Stone

- mston3@uis.edu**
- Chancellor's, Development, Finance & Admin Divisions
 - CS, EH, & AP Employment: Pre-employment screenings to onboarding
 - CS & AP Separations
 - Working Titles



**HR Associate
Division
Liaison**

Amy Cantrall

- acant4@uis.edu**
- Student Affairs Division
 - CS, EH, & AP Employment: Pre-employment screenings to onboarding
 - CS & AP Separations
 - CS Job Audits



**HR
Representative**

Kenzie Westlake

- mwest22@uis.edu**
- Assistant to Division Liaisons
 - Worker's Compensation
 - Job Description Contact
 - Performance Evaluations
 - LinkedIn Contact
 - Remote Work Agreements

HR Representative

Kelsea Hott

- kbatt2@uis.edu**
- Records & Personnel Files
 - Reporting
 - SURS Liaison— Reporting & Tracking
 - Events Coordinator

HR Representative

Amber Fosdyck

- afosd2@uis.edu**
- Civil Service Testing
 - Civil Service & Extra Help Application Assistance
 - UIS Jobs Social Media Management (Facebook & Twitter)
 - Password Resets for UIS Jobs