



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

**Systems Administrator  
II**

**Vacant**

- HR Systems training & troubleshooting, including JDX, CSOD, HRFE, Banner, etc.

**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  
Vacant**

- 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(s)**



**Administrative  
Aide**

**Bethany Burbridge**

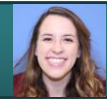
- bburb2@uis.edu**
- Assistant to Assoc VC for HR
  - HR Financial Operations
  - Website Admin
  - Office Manager
  - Tuition Waivers
  - Work Orders



**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