Associate Vice Chancellor for Human Resources

mmlyn2@uis.edu

Melissa Mlynski

Access & Equity Office

Assistant Director Access & Equity and Title IX Coordinator

Shelby Bedford

sbedf2@uis.edu
- Title IX & ADA Coordinator
- Equal Employment Opportunity Officer
- DEI Leadership
- Compliance & Prevention Programming

Inclusive Workforce Specialist

Jeff Moulton

jmoul01s@uis.edu
- Assistant Equal Employment Opportunity Officer
- Inclusive Hiring Training
- Maintain University Search Manual
- ADA Accommodations
- Provide support to the Asst Dir for AEO

Student Staff

Labor & Employee Relations

Assistant Director Labor & Employee Relations

Mark Owens

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

HR Representative

Heather Kimbler

hkimb2@uis.edu
- Leaves of Absence, including: FMLA, FFCRA/ARPA, Military, VESSA, & SURS disability processes
- Support to the Collective Bargaining Process
- Assist with Labor & Employee Relations

Student Employment

HR Associate Student Employment

Jé Greer

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

Student Staff

HR Administration

Administrative Aide

Bethany Burbridge

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

Employment Team

See second page for organizational relationship of Employment Team

Employment Team

Deputy Director
Melisa Hatch

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

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HR Associate Division Liaison
Madison Vangunten

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

HR Associate Division Liaison
Carlene Hindert

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

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HR Officer
Vacant

tbd@uis.edu
- To be updated

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

HR Associate Division Liaison
Amy Frye

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

IT Technical Associate
Vacant

tbd@uis.edu
- HR Systems training & troubleshooting, including: JDXpert, Cornerstone, HRFE, Banner, etc.