# Human Resources Staff

## Primary Duties

<table>
<thead>
<tr>
<th>Role</th>
<th>Primary Duties</th>
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| Vice President for Human Resources and Strategic Initiatives        | • Employee Relations  
• Complaints  
• Corrective Action  
• Immigration  
• Title IX  
• Supervisor Training  
• Performance Evaluation Process |
| Whitney Caudill Bandemer  
260-470-2658  
wjbandemer@manchester.edu |                                                                                                                                                                                                              |
| Human Resources Manager  
Benefits Administrator                                                  | • Health, Dental, Vision and Life Insurance  
• Health Savings Accounts, Flexible Spending Accounts  
• Paid Time Off  
• Tuition Remission  
• FMLA, Short Term Disability, Long Term Disability  
• Retirement Plan (TIAA)  
• Employee Relations and Recognition |
| Brandee Estes  
260.982.5288  
bjestes@manchester.edu |                                                                                                                                                                                                              |
| Student Employment Coordinator                                      | • Student Employment Recruitment  
• Student Employment Orientations and Trainings  
• Federal Work Study  
• Student Employee Relations  
• Student-related Payroll |
| Adam Rutherford  
260.982.5401  
ajrutherford@manchester.edu |                                                                                                                                                                                                              |
| Employment Coordinator                                               | • Faculty and Staff Recruitment  
• New Employee Orientation  
• Organizational Charts  
• Job Descriptions  
• Adjunct Processing  
• Independent Contractor and Volunteer Processing  
• Background Screening  
• Student Employment Support |
| Jennifer Steele  
260.982.5559  
jnsteele@manchester.edu |                                                                                                                                                                                                              |
| HR Generalist                                                        | • Systems Management – ADP and Colleague  
• HR-Related Payroll – Entry of pay and status changes  
• Separation Processing  
• Reports and Audits  
• Institutional Surveys  
• Benefits Support  
• Performance Evaluation Support |
| Melissa Wolfe  
260.982.5038  
mswolfe@manchester.edu |                                                                                                                                                                                                              |