


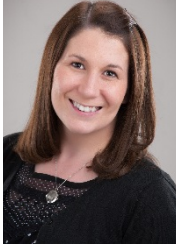



Human Resources Staff

Primary Duties

	<p>Vice President for Human Resources and Strategic Initiatives</p> <p>Whitney Jane A. Caudill 260-470-2658 wjcaudill@manchester.edu</p>	<ul style="list-style-type: none"> • Employee Relations • Complaints • Corrective Action • Immigration • Title IX • Supervisor Training • Performance Evaluation Process
	<p>Human Resources Manager Benefits Administrator</p> <p>Brandee Estes 260.982.5288 bjestes@manchester.edu</p>	<ul style="list-style-type: none"> • 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
	<p>Student Employment Coordinator</p> <p>Natasha Manor 260.982.5401 nlmanor@manchester.edu</p>	<ul style="list-style-type: none"> • Student Employment Recruitment • Student Employment Orientations and Trainings • Federal Work Study • Student Employee Relations • Student-related Payroll
	<p>Employment Coordinator</p> <p>Jennifer Steele 260.982.5559 jnsteele@manchester.edu</p>	<ul style="list-style-type: none"> • Faculty and Staff Recruitment • New Employee Orientation • Organizational Charts • Job Descriptions • Adjunct Processing • Independent Contractor and Volunteer Processing • Background Screening • Student Employment Support
	<p>HR Generalist</p> <p>Melissa Wolfe 260.982.5038 mswolfe@manchester.edu</p>	<ul style="list-style-type: none"> • 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