

Employee News

Welcome New Human Resources Team Members

The Human Resources Office would like to welcome Tanya Dougan, Sandra Siemaszko, Rebecca Lacava and Mervin Vergara.

Tanya Dougan joined the staff in February as Human Resources Assistant-Recruiter. She is responsible for the recruitment process of full-time non-classified and faculty employees. Tanya will be glad to assist with job advertisements in this area as well as process employee's address changes and maintain non-classified performance reviews.

Sandra Siemaszko joined the staff in March as Human Resources Assistant.-Recruiter. Her responsibilities include recruitment for full-time classified employees, create job advertisements, completing concurrent employment request forms, and monitors classified employees performance evaluations.

In July Rebecca Lacava assumed Kyle Duncan's position as Human Resources Analyst. Rebecca conducts the new employee orientations and can assist employees with questions or issues concerning insurance, and retirement.

Mervin Vergara was recently hired as Administrative Specialist II. He will process student labor request forms, faculty/staff tuition waivers, background inquires, and assist the other Human Resources staff.

Human Resources Office Staff changes

Michelle Bishop was recently promoted to Human Resources Specialist. She processes background information, adjunct and graduate assistant packets, and provides titles and salary information for extra labor positions.

Kylie Duncan is now the Project/Program Administrator. Her duties consist of processing vendor's monthly billing and assisting with employee benefit questions.

Amber Tennison is the Human Resources Program Representative and now handles FMLA, workers' comp, catastrophic leave, collects all new employee paperwork and processes exiting employee information.

Contacts

Human Resources is located in the Brown Building, Suite 434

Phone: 479-968-0396

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Ozark Human Resources office is located in the Technology & Academic Support Building in Room 154.

Phone: 479-508-3307

DATES TO REMEMBER:

Russellville Campus:

Flu Shot Clinic-
October 2, 2018,

New Employee Welcome-
October 3, 2018

Ozark Campus:

Customer Service Training-
October 11, 2018,

Flu Shot Clinic-
October 16, 2018

Open Enrollment-

November 5-16, 2018

Continue to check OneTech for updates and announcements.

**Check out our new
website at**

www.atu.edu/hr