

# Human Resources Directory

## Administration

### **Legail Poole Chandler**

*Vice Chancellor for Human Resources*

Campus Box 1184

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Legail is responsible for all aspects of Human Resources for the University, including development and implementation of policies and procedures, evaluation and standardization of benefits and compensation, and advancing the mission of the University. She also oversees the University child care services.

### **Bob Buer**

*Assistant Vice Chancellor for Human Resources*

Campus Box 1190

Telephone: 314-935-2846

Fax: 314-935-8198

Email: [rbuer@wustl.edu](mailto:rbuer@wustl.edu)

In his role as Assistant Vice Chancellor, Bob oversees the areas of Employee Engagement, Employee Relations, Compensation, and Benefits.

### **Apryle M. Cotton**

*Assistant Vice Chancellor for Human Resources*

Campus Box 8002

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Apryle, in her role as Assistant Vice Chancellor, is responsible for Diversity and Inclusion, Talent Management, including Recruitment and Learning and Development, and Applied Leadership/Organizational Development efforts.

**Lynn Meisemann**

*Administrative Professional*

Campus Box 8002

Telephone: 314-362-4960

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Email: [lynn.meisemann@wustl.edu](mailto:lynn.meisemann@wustl.edu)

Lynn provides administrative support for the Assistant Vice Chancellor and HR.

**Amanda C. Pope, MBA**

*Communications Program Manager*

Campus Box 1184

Telephone: 314-935-4572

Fax: 314-935-5146

Email: [apope@wustl.edu](mailto:apope@wustl.edu)

Amanda leads and develops key strategic Human Resources communications and initiatives that focus on creating a valuable, engaging employee experience. She is responsible for the brand, strategic direction and integrated plan for university wide employee events, engagement programming and HR communications.

**Shelly Robinson**

*Executive Assistant to the Vice Chancellor/Project Coordinator*

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**Betsy Snyder**

*Employee Engagement Specialist*

Campus Box 8002

Telephone: 314-935-2689

Fax: 314-935-5146

Email: [snyderb@wustl.edu](mailto:snyderb@wustl.edu)

As the Employee Engagement Specialist, Betsy coordinates employee recognition initiatives, employee activities and initiatives related to creating a valuable employee experience.

**Katherine Spakowski**

*Secretary III*

Campus Box 8002

Telephone: 314-362-4930

Fax: 314-362-2500

Email: [kspakows@wustl.edu](mailto:kspakows@wustl.edu)

Kathy schedules calendar appointments for the Vice Chancellor for Human Resources, maintains training room schedules, and manages all digital signage needs at the School of Medicine.

**Applied Leadership**

Any member of this group can be contacted for: executive or leadership coaching, organizational effectiveness assessment, team building, customer service training, change assessment and planning, management training and development.

**Michael Cristiani, Ed.D.**

*Consultant – Organizational Development*

Campus Box 8002

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Email: [cristiani@wustl.edu](mailto:cristiani@wustl.edu)

**Lynn N. Dull**

*Consultant – Organizational Development*

Campus Box 8002

Telephone: 314-362-4132

Fax 314-362-2500

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**Karen Ann Sanders**

*Consultant – Organizational Development*

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## Benefits

### **Linda Hack**

*Director of Benefits*

Campus Box 1190

Telephone: 314-935-8642

Fax: 314-935-8198

Email: [lindahack@wustl.edu](mailto:lindahack@wustl.edu)

Linda is responsible for the overall design, implementation, communication, and administration of the University's benefits programs; ensures that the WU benefits program is competitive, cost-effective, designed in compliance with all applicable regulations, and meets the diverse needs of faculty, staff, and administration across the University.

### **Kathryn Andel**

*Administrative Assistant*

Campus Box 1190

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Fax: 314-935-8198

Email: [keandel@wustl.edu](mailto:keandel@wustl.edu)

Contact Kathryn for questions or interest in membership and activities of The Women's Club at Washington University in St Louis.

### **Sandy Allen**

*HRMS Specialist – Benefits*

Campus Box 1190

Telephone: 314-935-9836

Fax: 314-935-8198

Email: [allensa@wustl.edu](mailto:allensa@wustl.edu)

Sandy is responsible for day-to-day management of the Benefits systems, including preparing documents, updating set-up tables, fulfilling data requests, creating audit reports, and providing assistance with HRMS upgrades and addition phases.

### **Donna Bequette**

*Retirement Manager*

Campus Box 1190

Telephone: 314-935-8110

Fax: 314-935-8198

Email: [dbequette@wustl.edu](mailto:dbequette@wustl.edu)

Donna manages the University's retirement plans, including the 403(b), and deferred compensation plans. Donna can assist with questions on plan features and eligibility, She also coordinates financial education programs and learning sessions throughout the year along with our vendor partners.

**Jennifer Gang**

*Benefits Coordinator*

Campus Box 1190

Telephone: 314-935-7745

Fax: 314-935-8198

Email: [jennifergang@wustl.edu](mailto:jennifergang@wustl.edu)

Jennifer provides customer support and can answer questions on health/dental/vision/prescription drug plans, Health Savings Accounts, COBRA, flex spending plans and retiree billing setup and questions.

**Pam Guntli**

*Benefits Coordinator*

Campus Box 8002

Telephone: 314-362-4925

Fax: 314-362-4923

Email: [guntlip@wustl.edu](mailto:guntlip@wustl.edu)

Pam provides customer service support for the School of Medicine regarding life insurance options and retirement savings (403b) plan. Online enrollment and changes to the 403(b) plan can be initiated through HRMS self-service. Pam council's med school employees' who are preparing to retire with their health, life and tuition benefits.

**Peggy Heck**

*Senior Benefits Coordinator*

Campus Box 1190

Telephone: 314-935-5931

Fax: 314-935-81998

Email: [peggyheck@wustl.edu](mailto:peggyheck@wustl.edu)

Peggy coordinates the life insurance plans both basic and supplemental, the long-term disability plans, and auto/home insurance discounts, including related communications and enrollments or changes for those plans.

**John Henderson**

*Senior Benefits Manager – Health and Welfare Plans*

Campus Box 8002

Telephone: 314-362-9341

Fax: 314-362-4923

Email: [john.henderson@wustl.edu](mailto:john.henderson@wustl.edu)

John manages the healthcare plans (including prescription drugs, dental and vision) and the flex spending plans, including the postdoctoral appointees and clinical fellow plans. John can assist with unresolved healthcare related issues or eligibility determinations.

**Kimberly Olivastro**

*Senior Benefits Coordinator*

Campus Box 1190

Telephone: 314-935-5759

Fax: 314-935-8198

Email: [kolivastro@wustl.edu](mailto:kolivastro@wustl.edu)

Contact Kim for questions on how to apply for and use employee, spouse, and dependent child tuition. Kim initiates the approval process and coordinates payments to other schools through Student Financial Services. Kim coordinates the Missouri Saving for Tuition (MO\$T) program.

**Matthew Roser**

*Benefits Coordinator*

Campus Box 8002

Telephone: 314-362-4929

Fax: 314-362-4923

Email: [matthew.roser@wustl.edu](mailto:matthew.roser@wustl.edu)

Matt administers the on-line benefits and related payroll transactions through HRMS employee self-service for the med school, including new hire events and life events and coordinates the Retirement Medical Savings Account (RMSA) and Long Term Care broker relationship.

**Mary Stull**

*Senior Benefits Manager*

Campus Box 1190

Telephone: 314-935-5701

Fax: 314-935-8198

Email: [marystull@wustl.edu](mailto:marystull@wustl.edu)

Mary manages and oversees the financials for the benefits department which includes required IRS/DOL filings and summary annual reports. She also provides analysis and reconciliation of all employee benefit plans.

**Wellness**

**Emily Page**

*Employee Wellness Manager*

Campus Box 1241

Telephone: 314-935-3654

Fax: 314-935-8198

Email: [emily.page@wustl.edu](mailto:emily.page@wustl.edu)

Emily manages the design and evaluation of wellness programs for faculty and staff, recruits wellness champions, and works with University leadership to promote a culture of wellness.

**Nikki A. Hafner**

*Wellness Coordinator*

Campus Box 1241

Telephone: 314-935-3211

Fax: 314-935-8603

Email: [nikki.hafner@wustl.edu](mailto:nikki.hafner@wustl.edu)

Nikki coordinates and executes wellness programs for faculty and staff, including annual biometric screenings, health fairs, flu shot administration, and activity challenges. She also assists employees with questions about program rewards and incentives.

## Compensation and Rewards

**Thomas G. Kraft**

*Director, Compensation*

Campus Box 8002

Telephone: 314-362-7202

Fax: 314-362-2500

Email: [kraftt@wustl.edu](mailto:kraftt@wustl.edu)

Tom also oversees the compensation planning and development for Danforth Schools and the School of Medicine. Tom serves as the primary point of contact for the School of Medicine on compensation policies and practice, employee/faculty reward strategies, organizational structure, employee salary, equity, market value, promotional increases, job review and grading, titling and setting appropriate minimum requirements, salary range adjustments, manages exempt/non-exempt status, and takes requests for salary market analyses and presentations regarding pay. This oversight and direction includes reviews and determination of contractor status, and non-employee/non-appointee situations to determine appropriate employment status. In addition to Compensation, Tom oversees the appointments and HRMS records teams for the University. Customer service concerns should be taken to Tom.

**Donna Boehne**

*Compensation Manager*

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Telephone: 314-935-8727

Fax: 314-935-8198

Email: [donna\\_boehne@wustl.edu](mailto:donna_boehne@wustl.edu)

Donna answers questions for the Danforth schools and CFU regarding compensation policies, employee reward strategies, faculty compensation matters, employee salary equity, market, promotional increases, job description development, review and grading, titling and setting appropriate minimum requirements, salary range adjustments, assigns exempt/non-exempt status, and takes requests for salary market analyses and presentations regarding pay. She also reviews

non-employee and non-appointee situations to determine appropriate employment status.

**Mary Ann Lockett**

*Compensation Analyst*

Campus Box 8002

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Fax: 314-362-2500

Email: [lockett@wustl.edu](mailto:lockett@wustl.edu)

Mary Ann answers questions at the School of Medicine regarding staff compensation, including job descriptions, grades and titles, and helps set pay for employee promotions, and new hires. She oversees the Faculty Appointment and Promotion process (APGAR) and the status of the approval. Mary Ann also responds to questions regarding postdocs.

## Diversity and Inclusion

**Daniel Blash, Ph.D., LPC, NCCA**

*Assistant Dean/Cultural Awareness/Staff Diversity*

Campus Box 8002

Telephone: 314-362-4991

Fax: 314-362-2500

Email: [blashd@wustl.edu](mailto:blashd@wustl.edu)

Requests for assistance with diversity and inclusion training, intervention, advice and guidance can be directed to Daniel. He provides support to principal investigators who are applying for grants that require diversity and inclusion related data and advises faculty search committees on selecting Diversity and Inclusion advisors, conducting training and search processes. Requests for assistance in developing content or ideas for programs or events can be directed to him. Daniel is available to talk with any employee who wishes to have a D & I conversation or who needs help addressing an issue. To schedule training or presentations, contact Daniel.

**Denise Marguerite DeCou**

*Director, Diversity and Inclusion/Continuing Development and Program Delivery*

Campus Box 1184

Telephone: 314-935-3188

Fax: 314-935-5146

Email: [dmdecou@wustl.edu](mailto:dmdecou@wustl.edu)

Requests for assistance with diversity and inclusion training, intervention, advice and guidance can be directed to Denise. She provides support to principal investigators who are applying for grants that require diversity and inclusion related data and advises faculty search committees on selecting Diversity and Inclusion advisors, conducting training and search processes. Requests for assistance in developing training content or ideas for programs or events can be directed to her. Denise is



available to talk with any employee who wishes to have a D & I conversation or who needs help addressing an issue. To schedule training or presentations, contact Denise.

**Monica Black Robinson**

*Diversity and Inclusion Leader*

Campus Box 1190

Telephone: 314-935-4792

Fax: 314-935-8186

Email: [monicablack@wustl.edu](mailto:monicablack@wustl.edu)

Monica can take requests for Diversity and Inclusion training, presentations, programs or events or interventions. She is available to talk with any employee who wishes to have a D & I conversation or who needs help addressing an issue.

**Rachelle D. Smith, Ph.D., LPC**

*Diversity and Inclusion Leader*

Campus Box 8002

Telephone: 314-362-9356

Fax: 314-362-2500

Email: [rachelle.smith@wustl.edu](mailto:rachelle.smith@wustl.edu)

Rachelle can take requests for Diversity and Inclusion training, presentations, programs or events or interventions. She is available to talk with any employee who wishes to have a D & I conversation or who needs help addressing an issue.

**Erin Stamp**

*Diversity and Inclusion Leader*

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Fax: 314-362-2500

Email: [e.stamp@wustl.edu](mailto:e.stamp@wustl.edu)

Erin can take requests for Diversity and Inclusion training, presentations, programs or events or interventions. She is available to talk with any employee who wishes to have a D & I conversation or who needs help addressing an issue.

## Employee Relations

### ***For Danforth Schools and CFU***

#### **Sara Wright**

*Employee Relations Manager – Danforth and CFU*

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Telephone: 314-935-3147

Fax: 314-935-5146

Email: [sara.wright@wustl.edu](mailto:sara.wright@wustl.edu)

Sara takes questions from management and employees on all policies affecting employment and appointment at the University. Requests for management training or presentations on employment policies can be directed to her. In addition, she can provide advice and guidance on employee relations matters, disciplinary action, constructive coaching, performance management, time off and organizational development, restructuring or job elimination scenarios to any employee who wishes to talk about these issues or needs assistance. Customer service issues should be taken to Sara.

#### **Ashley Gibson**

*Human Resources Consultant – Danforth and CFU*

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Telephone: 314-935-7515

Fax: 314-935-5146

Email: [Ashley.gibson@wustl.edu](mailto:Ashley.gibson@wustl.edu)

Ashley can be contacted to provide advice on employment policies, procedures and employee relations matters by either management or employees. She responds to employee concerns and consults with supervisors on corrective action, performance management, time off, unemployment claims and other policy related issues; Questions about New Employee Orientations and other HR Training Sessions related to employee relations and performance management can be directed to Ashley.

### ***For the School of Medicine***

#### **Leanne Stewart, Ph.D.**

*Employee Relations Manager – WUSM*

Campus Box 8002

Telephone: 314-362-8278

Fax: 314-362-4923

Email: [lstewart@wustl.edu](mailto:lstewart@wustl.edu)

Leanne takes questions from School of Medicine management and employees on all policies affecting employment and appointment at the University. Requests for management training or presentations on employment policies can be directed to her. In addition, she can provide advice

and guidance on employee relations matters, disciplinary action, constructive coaching, performance management, time off and organizational development, restructuring or job elimination scenarios to the following departments: Medical School Finance Office, Medical School Student/Employee Health, and School of Medicine Vice Chancellor and Dean. Customer service concerns for employee relations should be taken to Leanne.

**Lanelle Coleman**

*Human Resources Consultant – WUSM*

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Telephone: 314-362-4927

Fax: 314-362-4923

Email: [lanelle.coleman@wustl.edu](mailto:lanelle.coleman@wustl.edu)

Lanelle takes questions from School of Medicine management and employees on all policies affecting employment and appointment. In addition, she provides advice and guidance on employee relations matters and organizational development to the following departments: Anesthesiology, Animal Studies, Associate Dean Curriculum, Biology and Biomedical Sciences, Center for Advanced Research Sciences, Center for Clinical Studies, Comparative Medicine, Continuing Medical Education, Diversity Programs, Eric P. Newman Education Center, Graduate Medical Education, Human Research Protection Office, Medical Computing Services, Medical Networking Services, Medical Student Support Services, Neurosurgery, Orthopaedic Surgery, Ophthalmology and Visual Sciences, Professional Liability Program, School of Medicine Library, Physician Billing Compliance, and WU Physicians Billing Service.

**James Gebken**

*Human Resources Consultant – WUSM*

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Email: [gebkenj@wustl.edu](mailto:gebkenj@wustl.edu)

Jim takes questions from School of Medicine management and employees on all policies affecting employment and appointment. In addition, he provides advice and guidance on employee relations matters and organizational development to the following departments: Biochemistry and Molecular Biophysics, Biostatistics, Cell Biology and Physiology, Developmental Biology, Genetics, The Genome Institute, Molecular Microbiology, Neurology, Neuroscience, Otolaryngology, Pathology and Immunology, Program in Audiology and Communication Sciences, Program in Occupational Therapy, Program in Physical Therapy, Psychiatry, Radiation Oncology, Tissue Culture Support Center, and Transgenic Mouse Facility.

**Sandra Sledge**

*Human Resources Consultant – WUSM*

Campus Box 8002

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Email: [sledges@wustl.edu](mailto:sledges@wustl.edu)

Sandra takes questions from School of Medicine management and employees on all policies affecting employment and appointment. In addition, she provides advice and guidance on employee relations matters and organizational development to the following departments: Center for Advanced Medicine, Emergency Medicine, Health Behavior Research, Institute of Informatics, Internal Medicine, Siteman Cancer Center, and Surgery.

**Nannette Vaughn**

*Human Resources Consultant – WUSM*

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Email: [vaughnn@wustl.edu](mailto:vaughnn@wustl.edu)

Nanette takes questions from School of Medicine management and employees on all policies affecting employment and appointment. In addition, she provides advice and guidance on employee relations matters and organizational development to the following departments: Facilities and Operations Management, Faculty Practice Plan, Joint Office of Strategic Planning, Medical Public Affairs, Obstetrics and Gynecology, Olin Residence Hall, Pediatrics, Radiology, Radiation Safety.

**FMLA****Monica Mercer**

*HR Records Specialist*

Campus Box 1241

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Email: [mercer\\_m@wustl.edu](mailto:mercer_m@wustl.edu)

Monica answers questions for Danforth schools and CFU regarding FMLA policies, forms and deadlines as well as status of applications. She enters FMLA into HRMS and can get answers to time off and benefits questions related to FMLA. She processes FMLA applications and monitors absences, including return to work processes and questions.

**Cara Walter**

*HR Coordinator - FMLA*

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Fax: 314-362-4923

Email: [clwalter@wustl.edu](mailto:clwalter@wustl.edu)

Cara answers questions for the School of Medicine regarding FMLA policies, forms and deadlines as well as status of applications. She enters FMLA into HRMS and can get answers to time off and benefits questions related to FMLA. She processes FMLA applications and monitors absences, including return to work processes and questions.

## HR Operations

***For Danforth Schools and CFU*****Georgiann Kegel**

*Manager, Faculty Records*

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Email: [gkegel@wustl.edu](mailto:gkegel@wustl.edu)

Georgiann oversees faculty, staff and student records as they relate to employment at the University and ensures compliance with federal I-9 and work eligibility verification regulations. She maintains tenure and tenure-track data for all faculty and audits tenure write-ups. Georgiann also approves HRMS documents for faculty, staff and students and acts as primary contact for Time and Labor module within HRMS system.

**Vernita Ann Smith**

*HR Records Specialist*

Campus Box 1241

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Fax: 314-935-8603

Email: [smithv@wustl.edu](mailto:smithv@wustl.edu)

Vernita manages student and staff records as they relate to employment at the university and ensures compliance with federal I-9 and work eligibility verification regulation. She assists with questions and concerns regarding the Time and Labor module in HRMS, providing assistance to Danforth Campus schools and departments as necessary. Vernita also approves department entries in HRMS.

## ***For School of Medicine Payroll and Appointments***

### **Tammy DeBeaux**

*Manager, HR Operations*

Campus Box 8017

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Fax: 314-362-4923

Email: [debeaux@wustl.edu](mailto:debeaux@wustl.edu)

Tammy supervises the School of Medicine payroll and appointments group which handles all appointments and HRMS records for faculty, staff, appointed students, post docs and clinical fellows. She can answer questions regarding HRMS-related policies, processes, and deadlines crossing all groups listed above. She reviews and approves changes entered into HRMS for title, pay, time off, time and labor entries and other appointment details. Customer service concerns can be taken to Tammy for resolution.

### **Stella Elder**

*Supervisor, HRMS and Appointments*

Campus Box 8017

Telephone: 314-362-4959

Fax: 314-362-4923

Email: [eldersa@wustl.edu](mailto:eldersa@wustl.edu)

Stella supervises auditing and approving appointment documents for staff, students, postdocs and fellows at the School of Medicine. She also audits I-9s and supporting documentation and approves HRMS and other system security forms. She maintains and approves faculty payroll and appointment records. Stella is the E-Verify contact for the School of Medicine.

### **Britt Michelle Congemo**

*HR Records Specialist*

Campus Box 8017

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Fax: 314-362-4923

Email: [bcongemo@wustl.edu](mailto:bcongemo@wustl.edu)

Britt's responsibilities include auditing and approving appointment documents for staff; auditing I-9s and supporting documentation; and maintaining and approving payroll records, and time and labor records at the School of Medicine. She manages the NPR work list approvals and has various reporting duties. She is the Payroll and Appointments contact for the departments of Anesthesiology, Obstetrics and Gynecology, the Center for Clinical Studies, the Center for Advanced Research Sciences, and the Admissions Office at the School of Medicine.

**Ruth M. Hagen***HR Records Specialist*

Campus Box 8017

Telephone: 314-362-4979

Fax: 314-362-2500

Email: [ruth.hagen@wustl.edu](mailto:ruth.hagen@wustl.edu)

Ruth's responsibilities include auditing and approving bonus and additional payments; auditing I-9s and supporting documentation; and maintaining and approving payroll records, and time and labor records at the School of Medicine. She also maintains the staff licensing report and is the contact for the Stipend work list. Contact Ruth for Payroll and Appointments for Molecular Microbiology, The Genome Institute, Occupational Therapy, Faculty Practice Plan, WUCA and Central Administration at the School of Medicine.

**Timothy Jones***Visa Specialist*

Campus Box 8017

Telephone: 314-286-2389

Fax: 314-362-4923

Email: [jonest@wusm.wustl.edu](mailto:jonest@wusm.wustl.edu)

Tim handles Visa processing, including applications, renewals, CONRAD Waivers, LPR and compliance requirements for the departments of Pediatrics, Psychiatry, Genetics, Rheumatology, Hematology, Research Administration, IM-Pharmacogenomics, IM-Bone & Mineral, Radiation Oncology, and Medical Oncology at the School of Medicine. He is also the OISS liaison for those departments for which Human Resources provides services. Tim serves as our United Way representative.

**Amanda Marling***HR Records Specialist*

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Fax: 314-362-4923

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Amanda's responsibilities include auditing and approving appointment documents for staff; auditing I-9s and supporting documentation; and maintaining and approving payroll records, and time and labor records at the School of Medicine. She is the Payroll and Appointments contact for the departments of Otolaryngology, Central Institute for the Deaf, Pathology and Immunology, and Radiation Oncology. Amanda also works with OISS in maintaining I-9 Foreign National updates in HRMS.

**Kristina M. Moskop**

*HR Records Specialist*

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Fax: 314-362-4923

Email: [moskopk@wustl.edu](mailto:moskopk@wustl.edu)

Krissy's responsibilities include auditing and approving appointment documents for staff; auditing I-9s and supporting documentation; and maintaining and approving payroll records, name changes, and time and labor records at the School of Medicine. She is the contact for the biweekly work list and handles various HRMS Queries. Krissy is the Payroll and Appointments contact for the department of Neurology.

**Theresa M. Roberts**

*HR Records Specialist*

Campus Box 8017

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Fax: 314-362-4923

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Theresa's responsibilities include auditing and approving appointment documents for staff; auditing I-9s and supporting documentation; and maintaining and approving payroll records, and time and labor records at the School of Medicine. She is the E-Verify back-up contact and the staff monthly work list contact and handles various HRMS Queries. Theresa is the Payroll and Appointments contact for the department of Medicine divisions of Medical Education, Cardiology, Institute of Clinical and Translational Sciences, Hospitalist Service, General Clinical Practice, Business Office, IM VA Hospital, Gold Hospitalists, and Division of Genomics, in addition to the Medical School Library.

**Jessica A. Roth**

*HR Records Specialist*

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Jessica's responsibilities include auditing and approving appointment documents for staff; auditing I-9s and supporting documentation; and maintaining and approving payroll records, and time and labor records at the School of Medicine. She is the contact for Payroll and Appointments for the department of Surgery and the Siteman Cancer Center.



**Kathy M. Schillinger**

*HR Assistant*

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Kathy's responsibilities include onboarding new employees in the various departments for which Human Resources provides services at the School of Medicine. She coordinates verifications of employment and proper distribution of subpoenas, in addition to providing general office support for the Payroll and Appointments and team. Contact Kathy for questions regarding New Employee Orientation.

**Catherine J. Sheskey**

*Visa Specialist*

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**Sarah Nicole Shoopman**

*HR Records Specialist*

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Sarah's responsibilities include auditing and approving appointment documents for staff; auditing I-9s and supporting documentation; and maintaining and approving payroll records, and time and labor records at the School of Medicine. Sarah also handles various HRMS queries. She is the Payroll and Appointments contact for the departments of Psychiatry and Ophthalmology.

**Theresa Marie Thierath**

*HR Records Specialist*

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Email: [thieratht@wustl.edu](mailto:thieratht@wustl.edu)

Theresa's responsibilities include auditing and approving appointment documents for staff; auditing I-9s and supporting documentation; and maintaining and approving payroll records, and time and labor records at the School of Medicine. She is the Payroll and Appointments contact for the department of Pediatrics at the School of Medicine.

**Nicole L. Wittlich**

*HR Records Specialist*

Campus Box 8017

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Fax: 314-362-4923

Email: [nwittlich@wustl.edu](mailto:nwittlich@wustl.edu)

Nicole's responsibilities include auditing and approving appointment documents for staff; auditing I-9s and supporting documentation; and maintaining and approving payroll records, and time and labor records at the School of Medicine. She is the Visa Specialist back up and is the contact for Payroll and Appointments for the departments of Orthopedic Surgery and Operations and Facilities Management.

## Learning and Development

**Carla Bailey**

*Senior Manager, Learning and Organizational Development*

Campus Box 1188

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Fax: 314-935-9838

Email: [Carla.bailey@wustl.edu](mailto:Carla.bailey@wustl.edu)

Carla leads the strategic design and delivery of leadership and professional development programs for all management and staff of the University. She provides training and resources that support the development of management and staff skills and grow their capabilities, so they can be successful in their roles now and in the future, by reaching their highest potential. Carla provides advice and guidance to managers in areas of organizational development such as performance management, change management, assessment tools, teambuilding, employee engagement and coaching. In addition, she facilitates customized leadership and teambuilding workshops.

**Steven M. Ehrlich**

*Senior Education Advisor*

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Email: [Ehrlich@wustl.edu](mailto:Ehrlich@wustl.edu)

Steve works primarily to strengthen the framework and resources for career planning and development for all employees at Washington University. More broadly, he works with the learning and development team charged with designing and implementing programs aimed at all levels of professional development, including career, leadership, and organization development. The learning and development group also reviews and introduces innovative models and delivery formats for learning that take advantage of new technologies and expertise from both Washington University faculty and area industry leaders.

**Shirley Ikemeier**

*HR Coordinator*

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Fax: 314-935-9838

Email: [Shirley\\_ikemeier@wustl.edu](mailto:Shirley_ikemeier@wustl.edu)

Shirley serves as the first point of contact for all inquiries and provides administrative support for all HR Learning and Development training programs activities, including scheduling, enrollment registration, projects, courses, events, and other communications. She also provides assistance with any questions regarding courses, programs or rescheduling needs.

**Ariana Jasarevic**

*Career Development Specialist*

Campus Box 1188

Telephone: 314-935-2729

Fax: 314-935-9838

Email: [Jasarevic\\_a@wustl.edu](mailto:Jasarevic_a@wustl.edu)

Ariana facilitates one-on-one sessions with staff employees interested in developing and realizing their career path and potential at Washington University. She provides tools and tips on how to set and accomplish their career goals and designs and delivers development workshops and trainings. Ariana assists staff employees in various areas of career decisions, from training to resume writing to choosing a career path. She works to empower staff employees to take responsibility of their own development and become their best selves with confidence and competence.

**Nancy P. Pope, Ph.D.**

*Curriculum Specialist*

Campus Box 8002

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Fax: 314-362-4923

Email: [n.p.pope@wustl.edu](mailto:n.p.pope@wustl.edu)

Nancy serves as a content development resource by helping to identify goals, offering feedback, and making recommendations about courses. When subject-matter experts create online training courses for the university's learning management system, Learn@Work, Nancy helps them enhance the pedagogical effectiveness of their individual courses and the structure of their curriculum as a whole.

**Ivory E. Woodhouse**

*Career Development Specialist*

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Fax: 314-362-4923

Email: [ivory.woodhouse@wustl.edu](mailto:ivory.woodhouse@wustl.edu)

Ivory facilitates one-on-one sessions with staff employees interested in developing and realizing their career path and potential at Washington University. She provides tools and tips on how to set and accomplish their career goals. Ivory designs and delivers development workshops and trainings. She also assists staff employees in various areas of career decisions, from training to resume writing to choosing a career path. Ivory works to empower staff employees to take responsibility of their own development and become their best selves with confidence and competence.

## Talent Management and Recruitment

**Mark Prosperi**

*Executive Director of Talent Management*

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Fax: 314-935-9838

Email: [prosperim@wustl.edu](mailto:prosperim@wustl.edu)

In addition to leading recruitment and career development functions for all schools on the Danforth Campus and the School of Medicine, Mark leverages his 20 years of experience in executive search to assist hiring managers and executive leadership conduct high-level/high-impact searches. To continue to attract the best minds in academia, a proactive, sustained recruitment effort using the same best practices employed by industry leading national search firms is required. Mark's executive search services provide a highly professional and customized recruitment process conducted internally by experts who have a keen understanding of the university's unique culture and mission.

**Nancy J. Donohoo**

*Executive Search Consultant*

Campus Box 1178

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Fax: 314-935-9838

Email: [ndonohoo@wustl.edu](mailto:ndonohoo@wustl.edu)

**Lathon Ferguson**

*Community and Diversity Outreach Manager*

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Fax: 314-935-9838

Email: [Lathon.ferguson@wustl.edu](mailto:Lathon.ferguson@wustl.edu)

Lathon works closely with community agencies and other sources to increase the number of women, minorities, veterans, and those with disabilities applying for staff positions. He is focused on enhancing the University's relationship with community organizations and affinity groups and assisting hiring managers identify opportunities to place diverse candidates in staff roles and to plan proactive recruitment strategies by incorporating diversity into their hiring process and department culture. Lathon serves as a member of the Advisory Council for the Greater Missouri Higher Education Recruitment Consortium (GMO HERC) and works closely with the Executive Director of SLATE (St. Louis Agency on Training and Employment) and other agencies to continue to develop new and innovative ways to build a pipeline of diverse candidates for hiring managers.

**Jonathan Jordan**

*Associate Executive Search Consultant*

Campus Box 1178

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Fax: 314-935-9780

Email: [j.jordan@wustl.edu](mailto:j.jordan@wustl.edu)

Jonathan serves as a strategic partner with stakeholders across the university to support the executive search function for senior level roles (Director and above) across the entire organization and utilizes proactive recruitment strategies to cultivate a broad and diverse talent pool ensuring Washington University has the best leaders in place to achieve its mission and goals. The Associate Executive Search Consultant leads the full life cycle of the executive search process – from partnering with executive management on position definition, search strategy and candidate requirements, recruitment strategies, to vetting candidates and supporting the offer/negotiation process

**Sherry Scheer**

*Manager, Selection and Assessment*

Campus Box 1178

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Fax: 314-935-9780

Email: [sherry.scheer@wustl.edu](mailto:sherry.scheer@wustl.edu)

Sherry oversees the Talent Selection & Assessment function to ensure effective selection and assessment of talent coming into the organization and provides expertise, coaching, guidance and leadership to hiring managers regarding all assessment-related processes and tools.

## ***Recruitment***

### **Steven Baldwin, Ph.D.**

*Manager, Recruitment*

Campus Box 8002

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Email: [steve.baldwin@wustl.edu](mailto:steve.baldwin@wustl.edu)

Steve manages recruitment functions for all schools on the Danforth Campus and departments at the School of Medicine. Ideas for improvement, questions, and customer service concerns for recruitment issues should be taken to Steve.

### **Norma Brown**

*Transfer Employee Coordinator*

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### **Shali Clark**

*Recruiting Assistant*

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### **Kari Eckelkamp**

*Recruitment Consultant*

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Email: [eckelkampk@wustl.edu](mailto:eckelkampk@wustl.edu)

Kari works collaboratively with hiring managers to determine and implement effective recruitment plans to identify qualified candidates for all IT-related positions on the Danforth Campus and at the School of Medicine. She also assists displaced and transfer candidates in their search for other positions in these job families at the University.

**Tracey L. Faulkner, R.N.**

*Recruitment Consultant – Clinical*

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Fax: 314-362-4923

Email: [tracey.faulkner@wustl.edu](mailto:tracey.faulkner@wustl.edu)

Tracey works collaboratively with hiring managers to determine and implement effective recruitment plans to identify qualified clinical candidates for nursing and nursing support staffing, including medical assistants and externs. She also assists displaced and transfer candidates in their search for other positions in these job families at the University.

**Chris Fernandez**

*Coordinator, Talent Acquisition*

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Chris provides general assistance for hiring managers and departments, including posting positions and pre-employment screenings. He also answers general inquiries from applicants.

**Ronetta L. Graham**

*Recruitment Generalist*

Campus Box 8002

Telephone: 362-4993

Fax: 314-362-4923

Email: [rgraham22@wustl.edu](mailto:rgraham22@wustl.edu)

Ronetta works collaboratively with hiring managers to determine and implement effective recruitment plans to identify qualified candidates for clinical and administrative support positions to all departments, primarily at the School of Medicine. In addition to providing recruitment support and services, she also assists in high-need recruitment areas as well as with displaced and transfer candidates in their search for other positions in these job families at the University.

**Joanie Hill**

*Recruitment Consultant*

Campus Box 8002

Telephone: 314-362-4921

Fax: 314-362-4923

Email: [JHill23@wustl.edu](mailto:JHill23@wustl.edu)

Joanie works collaboratively with hiring managers to determine and implement effective recruitment plans to identify qualified candidates for positions in clinical research, finance, accounting/purchasing, grants, professional level, and director/manager level positions primarily at

the School of Medicine. She also assists displaced and transfer candidates in their search for other positions in these job families at the University.

**Jennifer Huck**

*Recruitment Consultant*

Campus Box 1178

Telephone: 314-935-5906

Fax: 314-935-9870

Email: [Jennifer.huck@wustl.edu](mailto:Jennifer.huck@wustl.edu)

Jennifer works collaboratively with hiring managers to determine and implement effective recruitment plans to identify qualified candidates for positions in business and academic office administration on the Danforth Campus, Alumni & Development programs, Olin Libraries, and social work and public health also on the Danforth Campus. She also assists displaced and transfer candidates in their search for other positions in these job families at the University.

**Megan Renee Janke**

*Recruitment Consultant – Research*

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Megan works collaboratively with Principal Investigators and hiring managers to determine and implement effective recruitment plans to identify qualified candidates for staff and postdoc positions engaged in basic research activities at the School of Medicine and on the Danforth Campus. She also assists displaced and transfer candidates in their search for other positions in these job families at the University.

**Mike Sullivan**

*Coordinator, Talent Acquisition*

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Mike provides general assistance for hiring managers and departments, including posting positions and pre-employment screenings. He also answers general inquiries from applicants.

**L'Erin D. Wagner**

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**Gregory A. Widner**

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Greg works collaboratively with hiring managers to determine and implement effective recruitment plans to identify qualified candidates for positions in Allied Health (radiology, pharmacy, ophthalmology, psychometrician, etc.), facilities and maintenance, security, custodial, Residential Life and Athletics (Danforth Campus), and social work and community outreach (School of Medicine). In addition to providing recruitment support and services, he also assists in high-need recruitment areas as well as with displaced and transfer candidates in their search for other positions in these job families at the University.

**Reporting and Compliance**

**Joe Frank, Ph.D.**

*Manager – HR Reporting and Compliance*

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Joe directs and manages the HR reporting and compliance function for the University. He develops, plans, and oversees strategies for statistical analysis, data management, metrics and analytics in Human Resources and related areas.

**Viktoryia Igaraua Schnose, Ph.D.**

*HR Research Analyst*

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Viktoryia performs statistical analysis, data management, metrics and analytics in Human Resources and related areas.