



Oregon State
University

HR EXPRESS

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Issue #162

Job Openings

HR is recruiting for an Administrative Assistant and Retirement Officer.

Administrative Assistant

This is a 1.0 FTE professional faculty position. The Administrative Assistant provides administrative support to and project management for Bonny Ray and Mike Mandzuk. Typical activities include the preparation of communications both internal to UHR and external to the broader university by assigned leaders, follow-up on activities or communication as needed; coordination of logistics; and coordinating special projects, recruitment/ search support, scheduling meetings, agendas, and minutes. Full consideration date 08/08/2022 and closing date is 08/15/2022. To apply: <https://jobs.oregonstate.edu/postings/122895>

Please forward this to anyone you believe would be interested.

Retirement Officer

This is a 1.0 FTE professional faculty position. The HR Officer – Retirement provides subject matter expertise in the administration, design, service & delivery related to all retirement benefits and programs available to Oregon State University faculty and staff. They work with a wide variety of internal and external customers and clients including agency benefit administrators, PERS, the Division of Finance and Administration, benefit plan representatives and other agencies, committee, and organizations as needed. Full consideration date 07/28/2022 and closing date is 08/31/2022. To apply: <https://jobs.oregonstate.edu/postings/122797>

Please forward to anyone who may be interested.

All HR Potluck/Sports Event

When: **August 8th from 11:00am – 1:00pm**

Where: Student Legacy Park (IM Fields) pavilion

What to bring: Bring your own lunch – we will be providing summer treats

What to expect: This event is designed as a brief get together to re-connect with old friends and make new connections with newly onboarded HR employees – feel free to come and go as your time allows.

Wear Orange Tie-Dye Event

To celebrate Wear Orange Wednesday, the Benefits Department participated in a pilot event during lunch this week. Each team member tie-dyed a shirt for next week's Wednesday theme. Since this was such a huge success, we are recreating this event next Monday and encouraging every HR employee to come and participate. You will only need about 20 minutes to complete your item – hope to see you there!

When: **August 1st from 12:00pm – 1:00pm**

Where: Small lawn area between the B lot and McNary's across from Kerr.

What to bring: Bring your own prewashed white item (t-shirt, socks, hat, etc.) We will provide the tie-dye necessities.

RSVP: Please respond to this email by Friday, July 29th if you are interested in participating.



CHRO Reminder

Please complete Carleen Thompson's candidate evaluation by **5pm on July 27th**: <https://fa.oregonstate.edu/osu-internal/candidates-associate-vice-president-and-chief-human-resources-officer>

New Staff

The Benefits Team has welcomed three new employees: Brittney Holcomb, Audrey Roberson, and Elizabeth Hernandez.

Brittney Holcomb started on 7/5/22 as one of our new Benefit Specialists. She comes to us with over 7 years of experience at OSU, previously focusing on immunization compliance at Student Health Services. She will be focusing on PEBB midyear changes and current employee changes.

Audrey Roberson started on 7/25/22 as our Graduate Health Benefits Specialist. Audrey is returning to Human Resources at OSU after working at Chemeketa and Salem-Keizer school district. She was previously in the Graduate Health Benefit Consultant role before leaving OSU.

Elizabeth Hernandez started on 7/25/22 as a Benefits Specialist focusing on assisting the graduate health program and retirement. Elizabeth was previously a pre-school teacher here in Corvallis, and is interested in helping promote education to our population.

Welcome Brittney, Audrey and Elizabeth!

Employee Spotlight



Name: Jodi Harrison

UHR Role: Lifecycle Specialist - with special focus on terminations and offboarding

How did you come to work for OSU?: At the time I needed a job transition and OSU was/is a very appealing employer. I applied for a couple positions and was fortunate enough to be selected.

Little known fact about you: I have an MA degree in public history and historic preservation.

Favorite Quote: *"optimism is the faith that leads to achievement"* – Helen Keller