

HUMAN RESOURCES - Who to Contact

Here is a quick reference list for HR's key contacts on topics with the most frequently asked questions. Contact the HR Reception Desk at x4237 for additional information.

STAFFING AND SYSTEMS

Darric Obinger | 312.329.4483 | darric.obinger@moody.edu

- Administers and Approves the Job Opening Requisition Process
- Guides Full-Time and Part-Time Employee Hiring
- Oversees Salary Administration and Answers Questions about Compensation
- Handles Inter-Departmental Employee Transfers



Jake McDonald | 312.329.4238 | jacob.mcdonald@moody.edu

- Guides Full-Time Employee, Adjunct Faculty and Part-Time Employee Hiring
- Posts Jobs on myMoody Careers Page
- Answers Questions related to Applicant System (on-line recruitment)
- Changes Student to Non-Student Employee Status
- Facilitates Inter-Departmental Employee Transfers
- Processes Employee Referrals
- Posts Moody Jobs to Non-Moody Job Boards
- Answers Careers Page Questions



Karla Olson | 312.329.4219 | karla.olson@moody.edu

- Oversees HR Technology Implementation and Development
- Answers Verification of Employment Requests
- Maintains HR Data Integrity and Retention
- Oversees All Transactions on Core HR Database



Jeni Swedberg | 312.329.4237 | jeni.swedberg@moody.edu

- Facilitates Student Hiring
- Collects all New Hire Paperwork
- Answers Careers Page Questions
- Answers Questions related to Applicant System (on-line recruitment)



BENEFITS

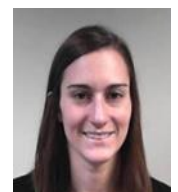
Peter Miller | 312.329.4297 | peter.miller@moody.edu

- Administers Pension Plan – Disclosure Information and Claiming Benefits
- Handles All Administration with VALIC & TIAA-Cref Retirement Plans, including Loans and Other Distributions
- Administers Retirement Plan – Participation and Disclosure Information
- Handles All Disability Claim Applications
- Addresses Appeals on Benefit Claims
- Administers Adoption Benefit



Erica Loring | 312.329.4233 | erica.loring@moody.edu

- Administer Family Medical Leave Act and Short-Term Disability
- Coordinate Post-65 Retiree Health Coverage with Towers Watson Via
- Report Workers Compensation Claims
- Conduct Offboarding Benefit Meetings
- Answers Questions on Benefit Plans (Medical, Dental, Vision, etc.)



HUMAN RESOURCES - Who to Contact

Kris Akut | 312.329.2036 | kris.akut@moody.edu

- Processes All Employee Benefit Updates/Changes (adding or dropping dependents, enrolling or dropping coverage, etc. onto carrier websites. This includes enrollment for new hires and termination of coverage for departures.)
- Administers Transit Benefit
- Administers Wellness Program
- Coordinates Service Awards for Employees
- Answers Questions on Benefit Plans (Medical, Dental, Flex Spending, etc.)



LEARNING & DEVELOPMENT

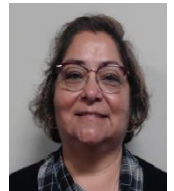
Vecia Ricks | 312.329.4235 | vecia.ricks@moody.edu

- Facilitates Employee and Leader Development
 - On Campus and Virtual Training Courses
 - DiSC Profiles
 - Off-site Training
- Addresses Employment Workplace Issues
- Reviews Exit Interviews
- Assesses New Employee Orientation
- Administers Employee Engagement Survey



Esther Castillo | 312.329.4482 | esther.castillo@moody.edu

- Manages the Learning Management System and E-learning Initiatives
- Monitors New Hire and Annual Training Activities
- Administers Performance Review Process
- Co-Leads New Hire Training



VICE PRESIDENT'S OFFICE

Debbie Zelinski | 312.329.4231 | debbie.zelinski@moody.edu

- Leads Moody's Human Resources Strategy and Execution
- Oversees Human Resources Team and Budget
- Guides Director, Learning & Development in the Design and Delivery of Employee and Leadership Development
- Guides Executive & Full-time Faculty Hiring
- Leads the Development, Interpretation, and Consistent Application of Human Resources Policies
- Responsible for Compliance with Government Regulations related to Human Resources
- Oversees Employee Ministry Benefit
- Guides Moody Culture and Addresses Employment Workplace Issues

