

# FAS Human Resources...at a Glance



## Mission

To attract, develop and engage a diverse staff committed to excellence and mutual respect, in support of the FAS teaching and research mission.

## Strategic Priorities 2020- 2021

- Cultivate a Collaborative, Adaptable and Inclusive FAS Community.
- Continue to strengthen the FAS Management Culture.
- Identify and Develop FAS Talent and Leadership.
- Focus on Organizational Compliance to Reduce FAS Risk.

## Values

**Make FAS Better:** Small efforts can have a big impact. We all contribute to making FAS a better place to work, teach and learn.

**Do the Right Thing:** We are committed to finding a balance between what’s in the best interests of the individual and the organization, even when it’s hard to do.

**Be a Partner:** HR works best when we partner with each other, our FAS colleagues, and other parts of Harvard.

**Keep it Real:** While caring and respectful, we also have the courage to be direct and authentic in how we communicate and interact with our clients and with each other.

## Goals 2020 - 2021

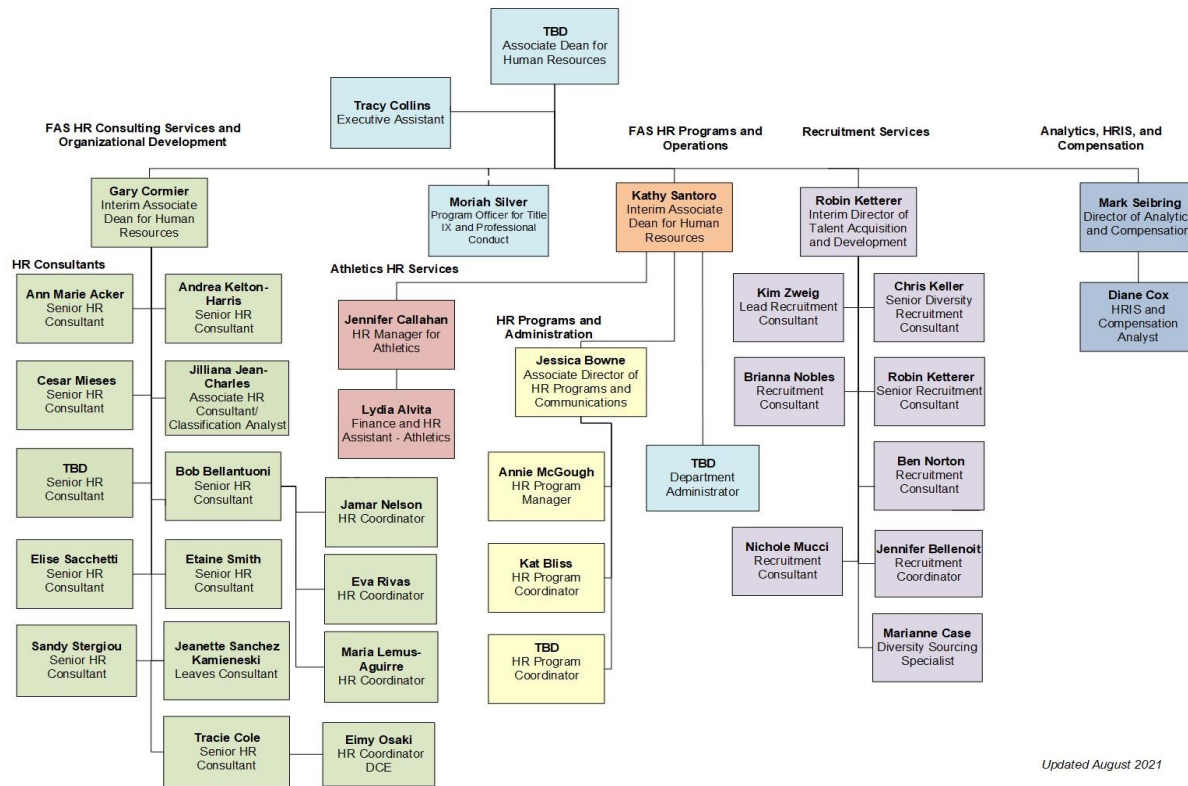
- **Implement a targeted recruitment strategy to diversify FAS staff**, identify and reduce the influence of unconscious bias in hiring decisions, and communicate FAS’ commitment to diversity in a manner that is welcoming and appealing to diverse job applicants, with a special focus on VERIP replacements, senior positions and critical roles with high visibility.
- **Partner with FAS colleagues on Return to Campus Planning**, keeping a specific focus on DIB for staff, as it relates to the framework and guidelines that are developed.
- **Embed FAS's diversity commitment into all policies, practices and FAS HR materials**, including but not limited to job descriptions and postings, access to FAS HR services and resources, employee communications and the FAS HR website, and adjust, add or eliminate as appropriate.
- **Track and interpret relevant DIB metrics and measure progress in several key areas**; increase transparency and accessibility to the FAS community regarding DIB metrics and measures.
- In partnership with the FAS DIB office, offer DIB training, education, and awareness to all FAS HR staff, and **engage with FAS HR staff on DIB related professional development opportunities**.



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FAS Human Resources – Org Chart



Updated August 2021

## HR Contacts

- **Career Development:**
  - » *FAS Staff Mentoring:* Jessica Bowne
  - » *FAS CareerCore:* Cesar Mieses
- **Compensation/Impact Awards:** Mark Seibring, Diane Cox
- **Diversity related matters:** Andrea Kelton-Harris, Etaine Smith, Chris Keller
- **FAS HR Website:** Jessica Bowne
- **Getting Started at FAS:** Annie McGough
- **HRIS Analytics:** Mark Seibring
- **International Appointments:** Elise Sacchetti
- **Leaves of Absence/Work-Life Resources:** Jeanette Sanchez Kamieneski
- **Minors Policy:** Jennifer Callahan
- **Orientation and Review Period:** Bob Bellantuoni
- **Performance Management:** Mark Seibring, Annie McGough
- **Professional Conduct Faculty/Staff Liaison:** Moriah Silver
- **Title IX Liaisons:** Sandy Stergiou (FAS Staff), Ann Marie Acker (Staff) and Moriah Silver (Staff and Faculty)
- **Recruitment Services:** Robin Ketterer
  - » *Diversity Recruiting:* Chris Keller and Marianne Case

\*Please visit [www.hr.fas.harvard.edu/people](http://www.hr.fas.harvard.edu/people) for a complete list of FAS departments/centers and their consultants

Associate Dean for Human Resources	Phone	Email
TBD		
Tracy Collins, Executive Assistant	6-3240	collins@fas.harvard.edu
Moriah Silver, Program Officer for Title IX and Professional Conduct	5-0321	moriah_silver@fas.harvard.edu
<b>HR Consulting Services</b>		
Gary Cormier, Interim Associate Dean for Human Resources	5-5571	gcormier@fas.harvard.edu
Kathy Santoro, Interim Associate Dean for Human Resources	5-4275	ksantoro@fas.harvard.edu
Ann Marie Acker, Senior HR Consultant	5-5532	aacker@fas.harvard.edu
Bob Bellantuoni, Senior HR Consultant	6-1150	rbellantuoni@fas.harvard.edu
Jilliana Jean-Charles, Associate HR Consultant and Classification Analyst	5-4496	jjeancharles@fas.harvard.edu
Tracie Cole, Senior HR Consultant	8-2388	traciecole@fas.harvard.edu
Jeanette Sanchez Kamieneski, Leaves Consultant	4-7432	jesanchez@fas.harvard.edu
Andrea Kelton-Harris, Senior HR Consultant	6-3141	alharris@fas.harvard.edu
TBD, Senior HR Consultant		
Cesar Mieses, Senior HR Consultant	6-5575	cesar_mieses@fas.harvard.edu
Elise Sacchetti, Senior HR Consultant	5-7915	esacchet@fas.harvard.edu
Etaine Smith, Senior HR Consultant	6-9380	etaine_smith@harvard.edu
Sandy Stergiou, Senior HR Consultant	6-4039	stergiou@fas.harvard.edu
<b>Administration</b>		
TBD, Department Administrator		
Jamar Nelson, HR Coordinator	6-4224	jnelson@fas.harvard.edu
Eva Rivas, HR Coordinator	5-4877	erivas@fas.harvard.edu
Maria Lemus-Aguirre, HR Coordinator	4-7465	maria_lemus@fas.harvard.edu
Eimy Osaki, HR Coordinator (DCE)	8-9625	eosaki@fas.harvard.edu
<b>HR Programs and Communications</b>		
Jessica Bowne, Associate Director of HR Programs and Communications	6-2379	jessica_bowne@fas.harvard.edu
Annie McGough, HR Program Manager	6-1808	amcgough@fas.harvard.edu
Kat Bliss, HR Program Coordinator	6-0196	ksbliss@fas.harvard.edu
TBD, HR Program Coordinator		
<b>Recruitment and Talent Development</b>		
Robin Ketterer, Interim Director of Talent Acquisition and Development	5-3099	Ketterer@fas.harvard.edu
Kim Zweig, Lead Recruitment Consultant	4-6556	zweig@fas.harvard.edu
Brianna Nobles, Recruitment Consultant	TBD	bnobles@fas.harvard.edu
Nichole Mucci, Recruitment Consultant	TBD	nichole_mucci@fas.harvard.edu
Ben Norton, Recruitment Consultant	4-8428	bnorton@fas.harvard.edu
Jennifer Bellenoit, Recruitment Coordinator	6-4459	jbellenoit@fas.harvard.edu
Marianne Case, Diversity Sourcing Specialist	TBD	marianne_case@fas.harvard.edu
Chris Keller, Diversity Recruitment Consultant	5-2730	chriskeller@fas.harvard.edu
<b>Athletics HR Services</b>		
Jennifer Callahan, HR Manager for Athletics	6-1190	jcallahan@fas.harvard.edu
Lydia Alvita, Finance & HR Assistant	6-5943	Lydia@fas.harvard.edu
<b>Analytics, HRIS, and Compensation</b>		
Mark Seibring, Director of Analytics and Compensation	5-5787	mseibrin@fas.harvard.edu
Diane Cox, HRIS and Compensation Analyst	6-2322	dianecox@fas.harvard.edu