

#### **Office of Human Resources**

## 591 Springs Road, Bedford MA 01730

Student Success Starts Here <a href="https://www.middlesex.mass.edu/HumanResources/">https://www.middlesex.mass.edu/HumanResources/</a>



# **HR Happenings**

October 2023

## Join us in welcoming...

New Full-Time and Part-Time staff:

- **Kelvin Berrios,** Evening Cleaner/Laborer within the *Facilities Management* department
- Thomas Coltman, and Brian McCarthy, Laboratory Technician I within the *Chemistry* department
- Brendan Eknaian, Brandon Siekman, and Devin Xiong, Service Desk Support Staff within the Information Technology department
- **Deb Mello,** Housing Mediation Program Coordinator within the *Law Center*
- Maggie Santos, Executive Assistant to the Provost within the *Academic & Student Affairs* division

to the MCC Team!

## **Current Job Openings**

Academic Enrollment Counselor

<u>Administrative Assistant II – Student Support Services</u>

Assistant Director of Career Integrated Instructional and
Curriculum Design

Coordinator of Financial Aid

Director of Intensive English Institute

**Institutional Security Officer III** 

IT/Cybersecurity Faculty

Laboratory Technician – Biology/Biotech

Network Engineer

Senior Financial Aid Counselor

Wellness Counselor

#### **HR Announcements**

METLIFE DENTAL PLAN ENROLLMENT ALERT for NUPS – Enrollment for the Non-Unit Professional MetLife Dental Plan is coming up: October 1, 2023, to October 31, 2023. If you're content with your current dental coverage and want to keep it, no action is required. For more information, contact Lauren Hutchinson at <a href="https://hutchinsonlogien/hutc

**EXIT FORM** – Ensure relevant College departments are notified of employee departures or role changes by utilizing the Exit Form in *Interview Exchange*. Notify departments, disconnect systems, and update records effortlessly, no matter the reason. Learn more on the <u>HR</u> webpage.

**NEW MANAGER'S GUIDE** – Review the new Manager's Guide for Employee Onboarding from the Office of Human Resources! This guide offers essential steps for managers to ensure a smooth onboarding process for new team members.

## **Professional Development Day**

Get ready for an electrifying experience! The highly-anticipated all-college fall 2023 Professional Day is approaching fast, set to ignite your passion for technology and strategic innovation on **Friday, October 27th** at the Bedford campus. Featuring the theme "Using Technology to Promote Strategic Initiatives," this day promises excitement.

Our exceptional keynote speaker, Charles Fadel, coauthor of "Artificial Intelligence In Education: Promises and Implications for Teaching and Learning," will leave you inspired.

Join us at the Bedford Cafe for a morning networking session, followed by three dynamic sessions covering diverse topics. Plus, we'll celebrate colleagues reaching milestones of 5, 10, 15, 20, and 25 years of outstanding service to MCC during our PD Day.

Stay tuned to Newscaster for more updates on this mustnot-miss event!

## Questions, comments, or concerns?

Contact the Office of Human Resources at humres@middlesex.mass.edu

#### **Quote of the Month**

"Education is the movement from darkness to light"

~ Allan Bloom