Human Resources Contact Information

The Human Resources (HR) Office is located in the Administration Building at:
2105 Aggie Rd, Suite 216, Jonesboro, AR 72401

Staff

Katrina Watson
Human Resources Director
Watson leads the Human Resources & Administration division, overseeing strategic HR initiatives and administrative functions. Watson oversees Human Resources, Payroll Services, Training & Development, and Red Wolf Wellness. Responsible for employee discipline and/or grievances. Watson acts as a Title IX Deputy for Faculty & Staff.

klwatson@AState.edu | 870-972-3761

Michelle Summers
Assistant Director of Human Resources
Summers handles employee relations and immigration matters, ensuring compliance and fostering a supportive work environment. Also oversees employee leave, benefits, and the employee onboarding team.

msummers@AState.edu | 870-972-2680

Kristin Carson
Employee Recruitment Specialist
Carson manages the Taleo applicant tracking system, facilitating efficient recruitment and hiring processes. Responsible for assigning annual and 90-day evaluations, Taleo requisition guidance for all employment types, new position or reclassification requests, reviewing positions for exempt status, and maintaining job descriptions for the campus. Can assist with job application questions and system access. Processes provisional position requests.

kcarson@AState.edu | 870-972-2446

K. Peyton Gunn
Employee Onboarding Specialist - Full-Time Faculty and Staff
Gunn leads onboarding efforts for full-time faculty and staff positions. Processes I-9s, offer letters, interview requests, background checks, and disclosure forms for all full-time, benefitted employees.

kgunn@AState.edu | 870-972-2272

Olivia Clark
Employee Onboarding Specialist- Adjunct Faculty and Graduate Assistants
Clark focuses on onboarding adjunct faculty and graduate assistants, supporting academic staffing requirements. Responsible for processing I-9s, background checks, and onboarding paperwork for all new Adjunct Faculty and Graduate Assistants.

oclark@AState.edu | 870-972-3659

Kelly Carrick
Employee Onboarding Specialist - Part-Time Non-Students, Students, and Work Study
Carrick specializes in onboarding part-time non-student employees, students, and work-study participants, ensuring alignment with university needs. Responsible for processing I-9s, background checks, and onboarding paperwork for all new Part-Time Non-Student, Student, and Work-Study employees.

kmilam@AState.edu | 870-680-8160

Maddie Russell
Employee Leave Specialist
Russell manages FMLA, Catastrophic Leave Requests, leave options for employees/leave without pay, and ADA Reasonable Accommodation Requests. Oversees Physical Fitness Leave Applications, Professional Development Plans, and Telecommuting Agreement Forms.

mrussell@astate.edu | 870-972-2639

Meghan Denny
Benefits Coordinator
Denny administers employee benefits programs, providing guidance and support to staff regarding benefits options. Contact for all A-State Jonesboro benefit questions. Responsible for new hire benefit enrollment, open enrollment, short and long-term disability claims, and retirement contribution questions. Processes sponsored account requests.

medenny@AState.edu | 870-972-3849

Cathy Naylor Odom
Employee Training & Development Coordinator
Naylor coordinates training and development programs, enhancing employee skills and professional growth. Administers New Employee Orientations. Responsible for Employee Learn Center administration.

cnaylor@AState.edu | 870-680-8079

Sheila McDaniel-Graham
Administrative Assistant
McDaniel-Graham provides comprehensive HR support, ensuring efficient HR operations. Responsible for employment verifications as well as I-9 verifications.

smcdanielgraham@astate.edu | 870-972-3454

Ashley Alexander
Employment Recruiter - Henderson
Alexander focuses on recruitment and onboarding efforts for the Henderson campus, sourcing and hiring qualified candidates for various positions.

aalexander@AState.edu | 870-680-8163

> If you have any questions or need assistance, feel free to contact us at **hr@AState.edu** or call **870-972-3454**. We're here to help!

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