



Happy July! We're officially in the second half of 2022, and less than two months away from the fall semester – and a campus bustling with activity.

Important Dates and Policies for Hiring Students This Fall

Are you planning to hire student workers for the fall semester? If you answered “yes,” please keep in mind:

- Please post all jobs for the upcoming academic year **no later than July 15** on Handshake. [Find information about the process for posting jobs and hiring students »](#)
- Submit your hire forms for *returning students* by July 15. For newly hired students, please submit hiring forms as soon as you can.
- **Students should not begin working** until they have been fully onboarded onto payroll. The easiest and fastest way to know if a student is fully onboarded is to have the student look for their timesheet in [CU Web](#) (also accessible through [ClarkYOU](#)). If they can access it, they are onboarded. In addition, a comment will be entered in SmartBuy Plus when an undergraduate student's onboarding is complete. For graduate students, you can email the Payroll Office to check.

An email with additional details will be sent soon. In the meantime, if you have questions, feel free to [email Julie Bolduc](#), director of student employment and career operations.

Clark's Annual Shredding Day is July 21

On Thursday, July 21, a secure shredding service will be on campus to assist us with the **bulk shredding of confidential and restricted materials** (paper documents as well as CDs and other electronic media). This service is intended to support any office with large quantities of confidential and restricted materials that cannot be accommodated by the secure bin service already available on campus – think of this as an annual “spring” cleaning of confidential or restricted information.

Review Clark's [Document Retention and Destruction Policy](#) and [Document Retention and Destruction Schedule](#) to ensure adherence to record retention and destruction practices.

If you have material that needs to be securely disposed of, please [email Wanda Rouillard](#) to coordinate the pickup of materials on either July 19, 2 to 4 p.m., or July 20, 9 to 11 a.m. Materials should be boxed, preferably in used paper boxes, to assist with transport and storage.

Welcome to Clark!

Please help us welcome our newest Clark colleagues who joined the University in June.

- Nawal Ahmed – Investment Accountant; Financial Services
 - Kayed Akkawi – Academic Program Lead: Computer Science; School of Professional Studies
 - Anthony Alario – Senior Web Developer; Marketing and Communications
 - Mulku Bangura – Senior Assistant Director, Graduate Admission; Graduate Admissions
 - Evan Berry – First-Year Success Adviser; Dean of the College
 - Josiah Cook – Assistant Director, Programming and Belonging; Multicultural and First-Generation Student Support
 - Sean Grow – Seasonal Groundskeeper; Facilities Management
 - Alex Gullotti – Marketing Content and Social Media Manager; Graduate Admissions
 - Shonteria Harris – Community Director; Residential Life and Housing
 - Sean Hollins – Police Officer; University Police
 - Marina Li – Senior Graphic Designer; Marketing and Communications
 - Nicholas Lyrio – Police Officer; University Police
 - Colin Moor – Assistant Director of Experiential Learning; School of Professional Studies
 - Lizanne Otanez-Vargas – Biology Laboratory Technician; Department of Biology
 - Kate Rafey – Major Gifts Officer; University Advancement
 - Bridgette Reyes – Women's Basketball Coach; Clark Athletics
 - Randall Rosenthal – Major Gifts Officer; University Advancement
 - Peter Teceno – Director of Student Accounts and University Bursar; Financial Services
 - Derek Temple – Custodian; Facilities Management
 - Benjamin Torres – Custodian; Facilities Management
 - Andrea VanWormer – Systems and Process Specialist; Graduate Admissions
 - John (Andrew) Voelker – Network Engineer; Information Technology Services
 - Theresa Walsh – Technology Training Specialist; Information Technology Services
-

Please Review Clark's Procedures for Hiring Temporary Employees

It is critical that when requesting and hiring temporary employees, you **review and then [follow the procedures](#)** established by Human Resources. If you have any questions, don't hesitate to [contact HR](#).

[Temporary Employee Process and Instructions »](#)

[Temporary Employee Request Form »](#)

Academic Catalog for 2022–23 Has Been Published

The [2022-2023 Academic Catalog](#) has been officially published. Please note that in the academic calendar for the spring 2023 semester, classes have been canceled on Friday, February 17, for a Wellness Day.

The recently approved 2023–2024 calendar has also been included for your planning purposes. The new catalog includes any new and/or adjusted programs, courses, and policies that were approved through the standing faculty governance committees.

For more information, [visit the Office of the Registrar](#).

Find (and Add) Events in the New Campus Calendar

The University's new email compilation of stories, videos, photos, podcasts, and more, ClarkNow, captures everything that is so special about Clark — and also includes our new [campuswide events calendar](#), which highlights major events, lectures, performances, exhibits, and other happenings on and around campus.

Offices and departments are invited to add events to the calendar; [learn how »](#)

[Share your feedback and ideas about ClarkNow »](#)

Call for Staff Assembly Steering Committee Members

The Staff Assembly Steering Committee (SASC) invites members of the Clark community to **nominate staff colleagues** to fill several open seats this fall.

The SASC drives staff initiatives and involvement in University decision-making. Please consider nominating a staff colleague who will help represent the breadth of departments and rich diversity of professionals on campus!

[Submit nominations »](#)

If you have questions, please feel free to [email the SASC](#).

Resources and Opportunities

- Find previous [employee newsletters](#) »
- Visit the [ClarkNow](#) news hub for the latest from campus, and check out where Clark faculty and staff experts appear [in the media](#).
- LinkedIn Learning offers a vast catalog of courses covering technical and professional skills, as well as personal development. [Learn more](#) »
- The University's ombudsperson, Israela Brill-Cass, is an informal, confidential, neutral, and independent resource for staff and faculty who want to discuss any topic without fear of retaliation or judgment. [Learn more and make an appointment](#) »
- Clark's Employee Assistance Program provides confidential, free assessments and referral services for legal and financial consultations, child care, crisis support, mental health treatment, lifestyle coaching, substance abuse treatment, and more. Visit [New Directions Behavioral Health](#); our company code is "Clark University."

Learn about employment opportunities at Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



Office of Human Resources
950 Main St.
Worcester MA 01610
1-508-793-7294 • clarku.edu

