

## WELCOME!

The Office of Human Resources would like to welcome you to Bowie State University.

Please feel free to contact us with any questions you may have.

Our office hours are Monday through Friday, 8:00am to 5:00pm



### Office of Human Resources

14000 Jericho Park Road  
Robinson Hall Building  
Bowie, MD 20715  
Phone: 301-860-3450  
Fax: 301-860-3453  
E-mail: [hr@bowiestate.edu](mailto:hr@bowiestate.edu)

## Office of Human Resources



# 2015 HUMAN RESOURCES TEAM DIRECTORY

*Sheila Hobson, SPHR  
Senior Director of Human Resources  
Telephone: 301-860-3450  
Email: [shobson@bowiestate.edu](mailto:shobson@bowiestate.edu)*

## Who we are:

**Atkinson, Jennifer**  
*HR Office Clerk*

~

**Baynes, Reisa,**  
*Assistant Director*

~

**Frazier, Talecia**  
*Staff Assistant*

**Gray, Natasha,**  
*Coordinator of Non-Exempt Employment and  
Data Control*

~

**Hobson, Sheila,**  
*Senior Director of Human Resources*

~

**King, Nicol,**  
*Manager of Training, Development & Benefits*

## What we do:

**Atkinson, Jennifer, HR Office Clerk**  
*Logs in applications, requisitions and mail;  
greet guests; directs telephone calls.*

**Baynes, Reisa, Assistant Director**  
*Manages the recruitment process for faculty  
and staff positions for the University and pro-  
vides department oversight in the absence  
of the Senior Director.*

**Frazier, Talecia, Staff Assistant**  
*Processes administrative functions; oversees  
budget and manages reports*

**Gray, Natasha, Coordinator of Non-Exempt  
Employment and Data Control**  
*Recruits for nonexempt positions; generates  
contracts and processes personnel transac-  
tions.*

**Hobson, Sheila, Sr. Director of Human Re-  
sources**  
*Oversees office and all functions related to  
human resources for the University.*

**King, Nicol, Manager of Training , Development  
& Benefits**  
*Coordinates and manages training opportuni-  
ties and employee benefits for faculty and  
staff.*

## How to contact us:

**Atkinson, Jennifer**  
301-860-3450  
[jatkinson@bowiestate.edu](mailto:jatkinson@bowiestate.edu)

**Baynes, Reisa**  
301-860-3457  
[rbaynes@bowiestate.edu](mailto:rbaynes@bowiestate.edu)

**Frazier, Talecia**  
301-860-3499  
[tjfrazier@bowiestate.edu](mailto:tjfrazier@bowiestate.edu)

**Gray, Natasha**  
301-860-3456  
[ngray@bowiestate.edu](mailto:ngray@bowiestate.edu)

**Hobson, Sheila**  
301-860-3451  
[shobson@bowiestate.edu](mailto:shobson@bowiestate.edu)

**King, Nicol**  
301-860-3455  
[nking@bowiestate.edu](mailto:nking@bowiestate.edu)