

Contact Us

Human Resources Phone: [706-507-8920](tel:706-507-8920)

Human Resources Email: hr@columbusstate.edu

Payroll Phone: [877-251-2644](tel:877-251-2644)

Payroll Email: support@usg.edu



Mrs. Tamara Wade

Chief Human Resources Officer

Office: Richards Hall 228

Tasks and Responsibilities:

- Compensation Administration
- Employee Offboarding - Executive Level
- Employee Relations
- Policies and Procedures
- Search Committees
- Staff Employee Grievances



Mrs. Debra Blanks

Deputy Chief Human Resources Officer
Office: Richards Hall 228

Tasks and Responsibilities:

- Well-Being
- Employee Relations
- Employee Offboarding
- Performance Management
- Unemployment Claims
- Notary
- Temporary Staffing Services Liaison



Ms. Venus Frank

Human Resources Generalist II
Office: Richards Hall 228

Tasks and Responsibilities:

- Accommodations (Medical)
- Employment Beyond Retirement/TRS Certifications
- Tuition Assistance Program (TAP)
- Visa and H-1B Processing
- Shared Sick Leave Program
- Leave Administration (FMLA|Parental|LOA)
- Workers' Compensation
- Notary



Ms. Lauren Cantrell

Employee Data & Compliance Training Manager
Office: Richards Hall 228

Tasks and Responsibilities:

- OneUSG System Accuracy and Related Issues
- DocuSign Assistance
- Manager Self Service Assistance
- Data Analysis and Reporting
- Transfers and Dual Appointment Processing
- HR Project Management
- Compliance Training Enrollment & Support
- Notary



Mrs. Maya Shakoor

Employee Experience Coordinator
Office: Richards Hall 228

Tasks and Responsibilities:

- Shared Services Liaison (Payroll Concerns Only)
- Garnishments
- New Employee Orientation
- Employee Recognition



Mrs. Tara Beard

Student Employment Coordinator
Office: Richards Hall 228

Tasks and Responsibilities:

- Federal Work Study & Student Employment
- Part-Time Faculty/Staff Recruitment, Pre-Employment Processes, and Onboarding
- Volunteer Processing
- Notary

Ms. Ty'kia Johnson

Human Resources Coordinator
Office: Richards Hall 228

Tasks and Responsibilities:

- General HR Assistance
- Front Desk Operations
- Full-Time Faculty/Staff Recruitment, Pre-Employment Processes, and Onboarding
- Notary

- Public Service Loan Forgiveness (PSLF) Employment Verifications