Faculty and Staff Training: Effective Strategies for Supporting Our Students Through Difficulties

Learn about the University-wide Student Policy Prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking and Related Misconduct, obligations under Title IX, suicide and other mental health issues. We will discuss your role as a professor, advocate, and mentor in helping to ensure that students receive assistance and services that they need, promptly addressing reported issues, proper handling of information, and helping to limit the effects of a challenging situation on students education.

This training will assist Rutgers University-Camden faculty and staff to know their responsibilities regarding the policy; recognize when students are having difficulty; and how to make effective referrals and provide resources to students.

These trainings will be held on the following dates and times:
- Monday, February 29th 10:00am-12:00pm, MPR
- Monday, February 29th 2:00pm-4:00pm, MPR
- Monday, March 21st 10:00am-12:00pm, MPR
- Monday, March 21st 2:00pm-4:00pm, MPR

Register Online at: [http://newstudents.camden.rutgers.edu/facultystafftraining](http://newstudents.camden.rutgers.edu/facultystafftraining)

BULLETIN BOARD

HCM Access Forms
Going forward, all RIAS HCM Access Request Forms should be completed within a department and forwarded to Rutgers University-Camden Human Resources. Once completed with preparer and required approval signatures should be forwarded directly to Jennifer Williams, HR Assistant. Jennifer will coordinate processing of these requests with University Human Resources.

I-9 Processing at Camden Human Resources
All new employees at Rutgers University are required to verify their employment eligibility as required by U.S. Citizenship and Immigration Services. This process establishes a new employee’s identity and eligibility to work in the U.S. Rutgers University is required to maintain compliance with federal regulations and must complete employment eligibility verification for all new employees within 3 days of their first day of employment. New employees must meet (in-person) with a representative from Human Resources to provide original, unexpired identification and complete the online I-9 form.

Effective Monday, February 8th new employees can complete the I-9 form with Jennifer Williams in Human Resources without an appointment on Mondays between 10:00am and 1:00pm or on Wednesdays between 12:00pm and 4:00pm. New employees (including student employees) should be encouraged to visit Human Resources during these “drop-in” hours. New employees who cannot come to Human Resources during these times should reach out to Jennifer directly to schedule an appointment via email or at ext. 6475.

Emergency Notification System (ENS)
Emergency Notification System (ENS) is used at Rutgers University to send emergency text messages to subscribed user’s cell phones during situations of emergency as deemed by Public Safety. It is recommended that you register or update your contact information for the ENS system to receive emergency text alerts regarding campus closures or other extraordinary events. Manage your ENS subscription

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FACULTY AND STAFF TRAINING

BULLETIN BOARD

UPCOMING EVENTS

February 8
New Hire Orientation
* Campus Center, Viewing Room
* 9:30am – 12:00pm
* RSVP at extension 6475

February 17
TIAA-CREF 1-on-1 Retirement Counseling Sessions
* Campus Center, South A
* 9:00am – 4:00pm
* Register at 609-243-6019 or email

February 22
New Hire Orientation
* Campus Center, Viewing Room
* 9:30am – 12:00pm
* RSVP at extension 6475
FACULTY AND STAFF TRAINING: Effective Strategies for Supporting Our Students Through Difficulties

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- To Know their responsibilities regarding the policy
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ATTENTION EMPLOYEES!

AAA SOUTH JERSEY OFFERS RUTGERS EMPLOYEES DISCOUNTED MEMBERSHIP!

AAA has long been associated with Roadside Assistance. While that is still true, there is so much more to being a AAA member! Our members get tons of discounts on insurance, travel and shopping! Not to mention the numerous Discount and Reward partners that also help our members save like Glasses.com and The UPS store!

AAA South Jersey also hosts Motorcoach trips throughout the year. Whether it’s a day trip to New York City, or an overnight excursion to Cape Cod, there is something for everyone to enjoy!

Check it all out at www.aaa.com/southjersey

FOR MORE INFORMATION PLEASE CONTACT HR OR--------->

AAA SOUTH JERSEY
STEPHANIE LEIGH-KOGEL
(856) 679-2645
SLEIGH@AAASJ.COM