

New Manager Orientation (NMO)

What is NMO?

New Manager Orientation is a series of workshops focused on orienting new managers to the offices, people, tools, and resources that will help them succeed in their role of manager at Stockton University.

Who is NMO for?

NMO is intended for all managers new to the role at Stockton University.

What are the goals of NMO?

1. To orient new managers to the Stockton organizational structure including understanding the responsibilities of specific departments & divisions,
2. To connect them with specific Stockton tools, resources, and constituents, and
3. To help them to understand their role as managers around specific Stockton policies and procedures.

What is the format of NMO?

NMO is designed as six 2-hour in-person sessions that new managers will attend during their first six months in the job. NMO sessions are typically scheduled for the 2nd Wednesday of every month from 10am-12pm. During New Hire Orientation all new managers will receive a list of all NMO sessions scheduled for an entire calendar year. New managers will also receive an Outlook calendar invitation to each NMO session scheduled during their first six months.

Topics & Dates Summer/Fall 2023

Module A: University Strategic Plan, Diversity & Inclusion, Job Classifications, & Hiring

Wednesday, June 14, 2023 10am-12pm, CC MR 2

Institutional Presenters: President's Office, Office of Diversity & Inclusion, Ombuds Office, Office of Human Resources

- Strategic Plan: Learn about the six focuses in the 2025 Choosing Our Path strategic plan
- Office of Diversity & Inclusion: Scope & Mission of office, resources and need to knows, etc.
- Job Classifications/Civil Service: Classifications, Reclassifications, Promotions, etc.
- Hiring Process & Procedures: Hiring process for different job classifications, PACT, Search Committees, TES process & paperwork, etc.

Module B: Managing Performance & Human Resources

Wednesday, July 12, 2023, 10am-12pm, WQ201

Institutional Presenters: Office of Human Resources

- Time & Attendance: NE/NL employees, Comp time, overtime, etc.
- University Pensions & Benefits: Leave Procedures, EAP, Workers' Comp, etc.
- Labor Relations: Union Contracts, Grievances, etc.
- Professional Development & Training: Employee training, Retreats, Professional Development, etc.
- Performance Review Systems: PAR, MER, AFT Reappointment process
- Ombuds Office: Scope & Mission of office, resources and need to knows, etc.

Module E: University Relations, Development & Alumni Affairs, Enrollment Management, and ITS

Wednesday, August 9, 2023, 10am-12pm, CC MR 2

Institutional Presenters: University Relations & Marketing, Development & Alumni Affairs, and Information Technology Services

- University Relations & Marketing: Branding, Graphics, Media requests, etc.
- Alumni & Development: Collaborations, annual events, etc.
- Enrollment Management: Scope & mission of departments, resources, and need to know
- ITS: Cybersecurity, Technology training & support, equipment purchasing, etc.

Module D: Facilities, Campus Public Safety, and Event Services

Wednesday, September 13, 2023, 10am-12pm, CC MR 2

Institutional Presenters: Facilities & Operations, Campus Safety, Events & Conference Services

- Facilities & Ops: School dude, space committee, central stores, motor pool, etc.
- Campus Police: Emergency Procedures, Active Shooter resources, etc.
- Events & Conference Services: Room Reservations, Event Management, Calendar system, Guest parking, etc.

Module C: Budget/Campus Services, Disbursement Services, Fiscal Affairs, Procurement/Contracting and Risk Management

Wednesday, October 11, 2023, 10am-12pm, CC MR 2

Institutional Presenters: Administration & Finance

- Budget & Financial Planning: Budgeting, Zero-Based, Transfers, etc.
- Campus Services: Dining, Vending, Bookstore, Osprey Card, Mailroom, Copy Machines
- Disbursement Services: Travel, Pcards, Payroll, etc.
- Fiscal Affairs: Audit, Financial Statements, Tax Compliance, etc.
- Procurement & Contracting: Contracts, Vendors, Thresholds, etc.
- Risk Management: Insurance, Food Safety, International Travel, etc.

Module F: General Counsel, Equal Opportunity & Institutional Compliance, Academic Affairs, & Student Affairs

Wednesday, November 8, 2023, 10am-12pm, CC MR 2

Institutional Presenters: General Counsel, Office of Equal Opportunity & Institutional Compliance, Academic Affairs, and Student Affairs

- General Counsel: Scope and mission of office, how and who managers might work with, resources and need to know for new managers, etc.
- Academic Affairs: Purpose and mission of division, how and who managers might work with the division, resources and need to know for new managers, etc.
- Student Affairs: Purpose and mission of division, how and who managers might work with the division, resources and need to know for new managers, etc.
- Equal Opportunity & Institutional Compliance: Scope and mission of office, Training expectations for employees, responsibilities of managers, etc.
- Clery Coordinator: Manager and Campus Security Authority responsibilities under the Clery Act