

ADVANCEMENT OPERATIONS AND CAMPAIGN ONBOARDING TRAINING

TO ACCESS TRAINING SESSIONS:
LOG INTO UC LEARNING WITH YOUR AD CREDENTIALS AND SEARCH FOR THE TITLES BELOW

SUPERVISOR: ADMINISTRATIVE SUPPORT

ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role.
*Complete your required training and **THEN discuss the additional learning with your supervisor.***



ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO
- CASH HANDLING
- INTRODUCTION TO ORACLE PROCUREMENT & PAYABLES
- UNIVERSITY PROCUREMENT CARD PROGRAM
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD PROGRAM
- ORACLE: BUYING AND PAYING FOR PO REQUISITIONERS

ADDITIONAL LEARNING

- UC SAN DIEGO TRAVEL: BEFORE YOU GO
- SUPERVISORY LABORATORY

SESSIONS

ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: DATA CONFIDENTIALITY TRAINING
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT

SESSIONS

UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION
- PCI DSS SECURITY AWARENESS

SESSIONS

EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.
*Complete your required training and **THEN discuss the additional learning with your supervisor.***



ESSENTIAL LEARNING

- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- UC PREVENTING HARASSMENT AND DISCRIMINATION
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

SESSIONS

ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

ADVANCEMENT OPERATIONS AND CAMPAIGN ONBOARDING TRAINING

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SUPERVISOR: DATA AND FUND SERVICES

ROLE BASED COMPETENCIES

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ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO
- STAR: GIFT FUND DASHBOARD

SESSIONS

ADVANCEMENT COMPETENCIES

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- ADVANCEMENT: SERVICENOW
- ESP: REPORTS OVERVIEW
- HIPAA COMPLIANCE FOR ADVANCEMENT
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING

SESSIONS

ADDITIONAL LEARNING

- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING
- ESP: EVENTS CREATION and UPDATES (specific ESP access required)

UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION

SESSIONS

ADDITIONAL LEARNING

- FERPA: CONFIDENTIALITY OF STUDENT RECORDS & PRIVACY RIGHTS

EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.

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ESSENTIAL LEARNING

- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT
- UC PREVENTING HARASSMENT AND DISCRIMINATION
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS

SESSIONS

ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

UC SAN DIEGO ADVANCEMENT
**ADVANCEMENT OPERATIONS AND CAMPAIGN
ONBOARDING TRAINING**

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SUPERVISOR: FUNDRAISING

ROLE BASED COMPETENCIES

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ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



UC SAN DIEGO COMPETENCIES

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EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

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ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO

ADDITIONAL LEARNING

- SUPERVISORY LABORATORY

SESSIONS

ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
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- HIPAA COMPLIANCE FOR ADVANCEMENT

ADDITIONAL LEARNING

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SESSIONS

ESSENTIAL LEARNING

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SESSIONS

ESSENTIAL LEARNING

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ADDITIONAL LEARNING

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SESSIONS

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ADMINISTRATIVE SUPPORT

ROLE BASED COMPETENCIES

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- CASH HANDLING
- PCI DSS SECURITY AWARENESS

ADDITIONAL LEARNING

- ORACLE: BUYING AND PAYING FOR GOODS AND SERVICES
- ORACLE: BUYING AND PAYING FOR PO REQUISITIONERS
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SESSIONS

ADVANCEMENT COMPETENCIES

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ESSENTIAL LEARNING

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SESSIONS

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ESSENTIAL LEARNING

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SESSIONS

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SESSIONS

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DATA ANALYST

ROLE BASED COMPETENCIES

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ESSENTIAL LEARNING

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- ESP REPORTS OVERVIEW

SESSIONS

ADDITIONAL LEARNING

- ESP: EVENTS CREATION and UPDATES (specific ESP access required)

ADVANCEMENT COMPETENCIES

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ESSENTIAL LEARNING

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SESSIONS

ADDITIONAL LEARNING

- UNDERSTANDING BIAS IN DATA BOOTCAMP SESSION 1
- UNDERSTANDING BIAS IN DATA BOOTCAMP SESSION 2

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COMMUNICATIONS SERVICES

ROLE BASED COMPETENCIES

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- ADVANCEMENT: SERVICENOW

SESSIONS

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STUDENT EMPLOYEES

ADVANCEMENT COMPETENCIES

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ESSENTIAL LEARNING

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- ADVANCEMENT: CONFIDENTIALITY TRAINING
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SUPERVISOR: STEWARDSHIP SUPPORTS

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ESSENTIAL LEARNING

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ADDITIONAL LEARNING

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SESSIONS

ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

UC SAN DIEGO ADVANCEMENT
UNIVERSITY DEVELOPMENT
ONBOARDING TRAINING

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FUNDRAISER

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SESSIONS

ADDITIONAL LEARNING

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ESSENTIAL LEARNING

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SESSIONS

ADDITIONAL LEARNING

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UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



ESSENTIAL LEARNING

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- ERGONOMIC OFFICE SELF-ASSESSMENT

SESSIONS

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- UC PREVENTING HARASSMENT AND DISCRIMINATION

SESSIONS

ADDITIONAL LEARNING

- BRIDGING DIFFERENCES IN CROSS-CULTURAL COMMUNICATION