### UC San Diego Advancement Competencies
Discover the supports, context and culture the Advancement organization offers.

### 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.

### Equitable, 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.

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

### Supervision at UC San Diego
- Supervisory Laboratory
- Supervisory Laboratory

### UC San Diego Advancement
- UC San Diego Travel: Before You Go
- Supervisory Laboratory

### 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

### 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

### Additional Learning
- UC San Diego Travel: Before You Go
- Supervisory Laboratory

### 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
- UC San Diego New Hire Orientation
- COVID-19 Prevention
- UC Cyber Security Awareness Training
- Injury and Illness Prevention
- PCI DSS Security Awareness

### Additional Learning
- Building Inclusive Teams

### Compliance Briefing: UC Ethical Values and Conduct
- Sessions 1-5 Implicit Bias Online
- Workplace Diversity, Equity and Inclusion in Action
- Gender Recognition: A Focus on Transgender, Nonbinary, and Intersex Awareness

### UC San Diego Advancement Services Onboarding Training
To access training sessions: Log into UC Learning with your AD credentials and search for the titles below.
Discover the supports, context and culture the Advancement organization offers. Complete your required training and THEN discuss the additional learning with your supervisor.

ADVANCEMENT COMPETENCIES
Discover the supports, context and culture the Advancement organization offers. Complete your required training and THEN discuss the additional learning with your supervisor.

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

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.

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

SUPERVISOR: DATA AND FUND SERVICES

ESSENTIAL LEARNING
- Supervising at UC San Diego
- ESP: 101 Constituent Records
- ESP: Reports Overview
- HIPAA Compliance for Advancement
- Advancement: Athletics Compliance Training

ADDITIONAL LEARNING
- ESP: Basics of Prospect Management for Fundraising
- ESP: Events Creation and Updates (specific ESP access required)

ESSENTIAL LEARNING
- Advancement: Employee Orientation
- Advancement: Data Confidentiality Training
- Advancement: Understanding Prospect Development Services for Fundraising
- ESP: Reports Overview
- HIPAA Compliance for Advancement
- Advancement: Athletics Compliance Training

ADDITIONAL LEARNING
- ESP: Events Creation and Updates (specific ESP access required)

ESSENTIAL LEARNING
- UC San Diego New Hire Orientation
- COVID-19 Prevention
- UC Cyber Security Awareness Training
- Injury and Illness Prevention

ADDITIONAL LEARNING
- FERPA: Confidentiality of Student Records & Privacy Rights

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

ADDITIONAL LEARNING
- Building Inclusive Teams
TO ACCESS TRAINING SESSIONS: LOG INTO UC LEARNING WITH YOUR AD CREDENTIALS AND SEARCH FOR THE TITLES BELOW

ADVANCEMENT SERVICES ONBOARDING TRAINING

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.

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

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

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
- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- INTRODUCTION TO ORACLE PROCUREMENT & PAYABLES
- UNIVERSITY PROCUREMENT CARD PROGRAM
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD
- CASH HANDLING
- PCI DSS SECURITY AWARENESS

ADDITIONAL LEARNING
- ORACLE: BUYING AND PAYING FOR GOODS AND SERVICES
- ORACLE: BUYING AND PAYING FOR PO REQUISITIONERS
- UC SAN DIEGO TRAVEL: BEFORE YOU GO

ESSENTIAL LEARNING
- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING

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

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

ADDITIONAL LEARNING
- CREATING EQUITABLE AND INCLUSIVE MEETINGS
Discover the supports, context and culture the Advancement organization offers.

**ADVANCEMENT 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.

**UC SAN DIEGO COMPETENCIES**
Understanding the structures, compliance and organizational supports at UC San Diego.

**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**
- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW

**ESSENTIAL LEARNING**
- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING

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

**ESSENTIAL LEARNING**
- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- UC PREVENTING HARASSMENT AND DISCRIMINATION
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
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Discover the supports, context and culture the Advancement organization offers.

**ADVANCEMENT 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.

**ROLE BASED COMPETENCIES**

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

**ADVANCEMENT COMPETENCIES**

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

**UC SAN DIEGO 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.

**EQUITY, DIVERSITY AND INCLUSION COMPETENCIES**

**ESSENTIAL LEARNING**

- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- STAR: GIFT FUND DASHBOARD
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: REPORTS OVERVIEW

**ADDITIONAL LEARNING**

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

**ESSENTIAL LEARNING**

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT

**ESSENTIAL LEARNING**

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

**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

**ADDITIONAL LEARNING**

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

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

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.

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ADVANCEMENT SERVICES
ONBOARDING TRAINING

ADVANCEMENT COMPETENCIES

UC SAN DIEGO ADVANCEMENT
ONBOARDING TRAINING

STUDENT EMPLOYEES

ESSENTIAL LEARNING

- ADVANCEMENT: STUDENT EMPLOYEE ORIENTATION
- FERPA: CONFIDENTIALITY OF STUDENT RECORDS & PRIVACY RIGHTS
- ADVANCEMENT: CONFIDENTIALITY TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW

ADDITIONAL LEARNING

- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING
- ESP: REPORTS OVERVIEW

ESSENTIAL LEARNING

- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION

ESSENTIAL LEARNING

- UC PREVENTING HARASSMENT AND DISCRIMINATION
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT