

# ADVANCEMENT SERVICES

# 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

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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: 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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SESSIONS

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UC SAN DIEGO ADVANCEMENT  
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## ADMINISTRATIVE SUPPORT

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- ORACLE: BUYING AND PAYING FOR GOODS AND SERVICES
- ORACLE: BUYING AND PAYING FOR PO REQUISITIONERS
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#### ADDITIONAL LEARNING

- CREATING EQUITABLE AND INCLUSIVE MEETINGS

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## COMMUNICATIONS SERVICES

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## STEWARDSHIP ANALYST

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

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## STUDENT EMPLOYEES

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