

UC SAN DIEGO ADVANCEMENT
HEALTH SCIENCES ADVANCEMENT
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

ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

SESSIONS

UC SAN DIEGO ADVANCEMENT
HEALTH SCIENCES ADVANCEMENT
ONBOARDING TRAINING

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

SUPERVISOR: FUNDRAISING

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 suggested learning with your supervisor.**



ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO

ADDITIONAL LEARNING

- SUPERVISORY LABORATORY

SESSIONS

ESSENTIAL LEARNING

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

ADDITIONAL LEARNING

- FERPA- CONFIDENTIALITY OF STUDENT RECORDS AND PRIVACY RIGHTS

SESSIONS

ESSENTIAL LEARNING

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

SESSIONS

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
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS

ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

SESSIONS

UC SAN DIEGO ADVANCEMENT
HEALTH SCIENCES ADVANCEMENT
ONBOARDING TRAINING

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

SUPERVISOR: STEWARDSHIP SUPPORTS

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
- UNIVERSITY PROCUREMENT CARD PROGRAM
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD PROGRAM

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

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

UC SAN DIEGO ADVANCEMENT
HEALTH SCIENCES ADVANCEMENT
ONBOARDING TRAINING

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

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

- 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

SESSIONS

ADVANCEMENT COMPETENCIES

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



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

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

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
- UC PREVENTING 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

SESSIONS

UC SAN DIEGO ADVANCEMENT
HEALTH SCIENCES ADVANCEMENT
ONBOARDING TRAINING

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

COMMUNICATIONS SERVICES

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

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

SESSIONS

ADVANCEMENT COMPETENCIES

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



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

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

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
- UC PREVENTING 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

SESSIONS

UC SAN DIEGO ADVANCEMENT
HEALTH SCIENCES ADVANCEMENT
ONBOARDING TRAINING

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

FUNDRAISER

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

- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD

SESSIONS

ADDITIONAL LEARNING

- ORACLE: BUYING AND PAYING FOR GOODS AND SERVICES
- UC SAN DIEGO TRAVEL: BEFORE YOU GO
- ESP: EVENTS CREATION and UPDATES (specific ESP access required)

ADVANCEMENT COMPETENCIES

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



ESSENTIAL LEARNING

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

SESSIONS

ADDITIONAL LEARNING

- FERPA- CONFIDENTIALITY OF STUDENT RECORDS AND PRIVACY RIGHTS

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
- ERGONOMIC OFFICE SELF-ASSESSMENT

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

SESSIONS

ADDITIONAL LEARNING

- BRIDGING DIFFERENCES IN CROSS-CULTURAL COMMUNICATION

UC SAN DIEGO ADVANCEMENT
HEALTH SCIENCES ADVANCEMENT
ONBOARDING TRAINING

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

STUDENT EMPLOYEES

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.***



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

SESSIONS

UC SAN DIEGO COMPETENCIES

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



ESSENTIAL LEARNING

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

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.



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

SESSIONS

*Complete your required training and **THEN discuss the additional learning with your supervisor.***