

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.***

LEADERSHIP STRATEGY AND ENGAGEMENT ONBOARDING TRAINING

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SUPERVISOR: ADMINISTRATIVE SUPPORT

ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role.
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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

UC SAN DIEGO ADVANCEMENT
LEADERSHIP STRATEGY AND ENGAGEMENT
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

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



EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

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ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO

ADDITIONAL LEARNING

- SUPERVISORY LABORATORY

SESSIONS

ESSENTIAL LEARNING

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- 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
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SESSIONS

ESSENTIAL LEARNING

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

ADDITIONAL LEARNING

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SESSIONS

LEADERSHIP STRATEGY AND ENGAGEMENT

ONBOARDING TRAINING

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SUPERVISOR: STEWARDSHIP SUPPORTS

ROLE BASED COMPETENCIES

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ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO
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- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD PROGRAM

ADDITIONAL LEARNING

- UC SAN DIEGO TRAVEL: BEFORE YOU GO
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SESSIONS

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SESSIONS

UC SAN DIEGO COMPETENCIES

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ESSENTIAL LEARNING

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SESSIONS

EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

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ESSENTIAL LEARNING

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SESSIONS

ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

LEADERSHIP STRATEGY AND ENGAGEMENT ONBOARDING TRAINING

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ADMINISTRATIVE SUPPORT

ROLE BASED COMPETENCIES

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- 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
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SESSIONS

ADVANCEMENT COMPETENCIES

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ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
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ESSENTIAL LEARNING

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SESSIONS

LEADERSHIP STRATEGY AND ENGAGEMENT ONBOARDING TRAINING

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COMMUNICATIONS SERVICES

ROLE BASED COMPETENCIES

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ESSENTIAL LEARNING

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- ADVANCEMENT: SERVICENOW

SESSIONS

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FUNDRAISER

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- 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

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- ERGONOMIC OFFICE SELF-ASSESSMENT

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SESSIONS

ADDITIONAL LEARNING

- BRIDGING DIFFERENCES IN CROSS-CULTURAL COMMUNICATION

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- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

ADDITIONAL LEARNING

- MANAGE YOUR EMOTIONAL LABOR IN THE WORKPLACE
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SESSIONS