

UC San Diego

CENTER FOR OPERATIONAL EXCELLENCE

UC San Diego

BUSINESS EXCELLENCE  
COMMUNITY OF PRACTICE

# LEAN, LUNCH & LEARN WORKSHOP

## Job Description Helper (TRITONGPT)

NOVEMBER 14, 2024



COE WEBSITE  
L3 Workshops

## Lean, Lunch & Learn Workshops

Lean, Lunch & Learn (L3) Workshops featuring a discussion on a best practice in Academic Affairs. The Best Practices group, composed of Academic Affairs Assistant Deans, will prioritize topics for the L3. The goal is to come up with a best practice by the end of each L3 workshop.

*Submit your idea for an L3 Workshop - send us an [email](#).*

### Next L3 Workshop

Topic: **Campus Documentation Best Practices**

When: **October 14, 2022, 11:00 a.m. - 11:45 a.m.**

Recent changes have brought about the need to produce and locate instructions FAQs KBAs tips and policies. Come hear about the latest guidance from Campus Platform Technologies and share your best practices in deciding when to use Blink Collab ServiceNow KBAs or other sources.

Join us for this information workshop on your documentation needs - What goes where?

[REGISTER](#)

### Previous L3 Workshops

[+ Expand All](#)

- ▶ SEP 2022: Staff Team Building
- ▶ AUG 2022: Fiscal Reporting - Overview & Updates
- ▶ JUL 2022: Resources to Train HR Contacts
- ▶ FEB 2022: Student Employee Onboarding Checklist

[+ Expand All](#)



**Steven Savini**

OSI

**WELCOME OUR GUESTS**

**Tony Nava**

OSI

# L3 Workshop

Job Description Helper

Tony Nava & Steven Savini

# Goals for today!

- When do I use which AI tool for job cards?
- Guide for using AI in hiring and reclassification processes
- Q&A / Live Demonstration

# Assistants

## UC SAN DIEGO ASSISTANT

Get answers to questions you have about UC San Diego.

## GENERAL AI ASSISTANT

General purpose assistant. Use this for content generation or summarization that does not require UCSD context.

## JD HELPER

Get help writing a JD Position Overview. You will be asked to provide the job title, level, and some relevant details.

## FUND MANAGER COACH

Helps Fund Managers get answers to financial management questions and processes.

# What assistant should I use for job cards?

Existing Positions

If you are backfilling an existing position, there is **no need to make changes** to the job card

New Job Cards

Use the **Job Description Helper** in the creation of a new job card

Reclassification / Adding

Use the **General AI Assistant** to quickly draft the additional language

# Existing positions

## Step 1

Go to JDOonline

## Step 2

Find the existing job  
description

## Step 3

Use the existing job  
description



# New Job Cards

## Step 1

Enter in payroll code into **JD Helper** (ex: Business Systems Analyst 2)

**Tip:** Use the entire payroll code, not the abbreviation (do not use 'BUS SYS ANL 2')

## Step 2

Provide the responsibilities and qualities for this role

**Tip:** Create a list separated by commas. No need to write full sentences

## Step 3

Provide feedback to guide the AI to the desired result ('update language to include project management')

**Tip:** This may take multiple prompts to fine-tune the result

# Reclassification / Adding

## Step 1

Upload PDF of job card or paste language to be changed into the **General AI assistant** and ask to make changes.

**Example prompt:** “Please update the Areas of Responsibility and Position Overview to include X, Y, and Z.”

## Step 2

Provide feedback to guide the AI to the desired result (‘update language to include project management’)

**Tip:** This may take multiple prompts to fine-tune the result

## Step 3

Take edits and update job card in PDF, JDOnline, etc.

**Tip:** You can get a link to share your specific TritonGPT chat with others.

# Resources! – Collection at [tgpt.ucsd.edu](https://tgpt.ucsd.edu)

## TritonGPT Resources & Training

Last Updated: September 4, 2024 4:11:12 PM PDT [Give feedback](#)

Welcome to the TritonGPT Training Hub

This page is designed to provide staff with access to a variety of training resources and templates, all in one convenient location. Whether you're looking to improve your skills with AI or learn more about TritonGPT specifically, we've got you covered. Our training links and templates are carefully curated and regularly updated to ensure that you have the most comprehensive and reliable support at your fingertips.

[+ Expand All](#)

- [AI Essentials at UCSD: Asynchronous Courses](#)
- [Ask A Human](#)
- [Frequently Asked Questions](#)
- [Videos and Other Resources](#)
- [Webinars](#)

- TritonGPT
- Release Notes
- Fund Manager Coach beta
- Resources & Training**
- Terms of Use

# Resources – Self paced AI intro

Available for all audiences

The screenshot shows the 'AI Essentials for All Audiences' course interface. The top navigation bar is dark blue with the UC San Diego logo on the right. The main header area is white and contains the text 'Module 1: Introduction to AI'. Below this, the main content area is light blue and features a 'Welcome to the Course!' heading. A video player is embedded in the center, showing a play button and a progress bar. Below the video, there is a paragraph of text explaining the course's purpose. On the left side, there is a sidebar menu with a search icon at the top. The sidebar is divided into sections: 'FOUNDATIONS' (with 'Welcome' and 'Foundational Terms'), 'OVERVIEW' (with 'History and scope', 'Check it out!', and 'AI functionality'), and 'SUMMARY' (with 'Knowledge check', 'Recap and Next Steps', and 'Conclusion'). Each item in the sidebar has a circular progress indicator next to it.

AI Essentials for All Audiences

0% COMPLETE

▼ FOUNDATIONS

- Welcome
- Foundational Terms

▼ OVERVIEW

- History and scope
- Check it out!
- AI functionality

▼ SUMMARY

- Knowledge check
- Recap and Next Steps
- Conclusion

Module 1: Introduction to AI

UC San Diego

## Welcome to the Course!

▶ ● 01:01

To showcase one of the many possibilities, you will find AI-generated narrations throughout the module. Press play to listen to the narration of the text below.

We're thrilled to have you join us as we dive into the world of Artificial Intelligence (AI) and discover how it can support our processes. In this module, we will demystify AI concepts and explore the potential to enhance efficiency, decision-making, and innovation.

# Resources – Self paced TGPT guide

UCSD staff only

AI Essentials at UCSD: Module 2 - TritonGPT

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FOUNDATIONS

- Welcome
- Setting the tone

TRITONGPT

- Overview of TritonGPT
- Understanding the Assistants
- Advancing the model and our skillsets

SUMMARY

- Recap and Resources

EXIT COURSE

## TritonGPT - Assistants

### UC San Diego

### Assistants

To meet the diverse needs of our staff, ITS has created an initial set of "Assistants" in TritonGPT to meet the needs of the moment. Think of each "Assistant" as an ally who is trained on specific sets of information. Over time additional assistants can be created, along with new features and opportunities. We invite you to try these four and help us shape their uses. We will apply what we learn from these assistants as we develop new ones in the future!

If you would like to practice as you proceed, we encourage you to open [TritonGPT](#) and use the examples provided or try your own.

CONTINUE

# Resources – YouTube mini-examples

Available for all audiences

The screenshot shows a YouTube playlist interface. On the left is a navigation sidebar with icons for Home, Shorts, Subscriptions, and You. The main content area features a video player for the first video, 'Everyday I AI - Short Example Uses of AI', with a dark blue background and white text. Below the player, the channel name 'OSI UCSD' is displayed, along with '24 videos', '1,096 views', and 'Last updated on Jul 2, 2024'. There are icons for bookmark, share, and a menu. Below these are buttons for 'Play all' and 'Shuffle'. A descriptive paragraph follows, stating it's a collection of example uses and tips for generative AI tools using the UC San Diego tool 'TritonGPT'. A note specifies that videos 00 & 01 are introductory, 2&3 discuss prompting approaches, and videos 4 onward are specific use examples. To the right of the player is a list of 7 videos, each with a thumbnail, title, channel name, view count, and upload time. The titles are: 'Everyday I AI - 00 - Kickoff', 'Everyday I AI - 01 - TritonGPT Introduction', 'Everyday I AI - 02 - Prompting', 'Everyday I AI - 03 - Prompting Next Steps', 'Everyday I AI - 04 - Email to Coworker', 'Everyday I AI - 05 - Parking Information', and 'Everyday I AI - 06 - Performance Appraisal Statement'. Each video has a vertical ellipsis menu icon to its right.

Home

Shorts

Subscriptions

You

**Everyday I AI - Short Example Uses of AI**

OSI UCSD

24 videos 1,096 views Last updated on Jul 2, 2024

Play all Shuffle

A collection of example uses and tips for generative AI tools. This series uses the UC San Diego tool "TritonGPT" but the prompting tips and examples apply to many AI tools. New videos will be posted each week.

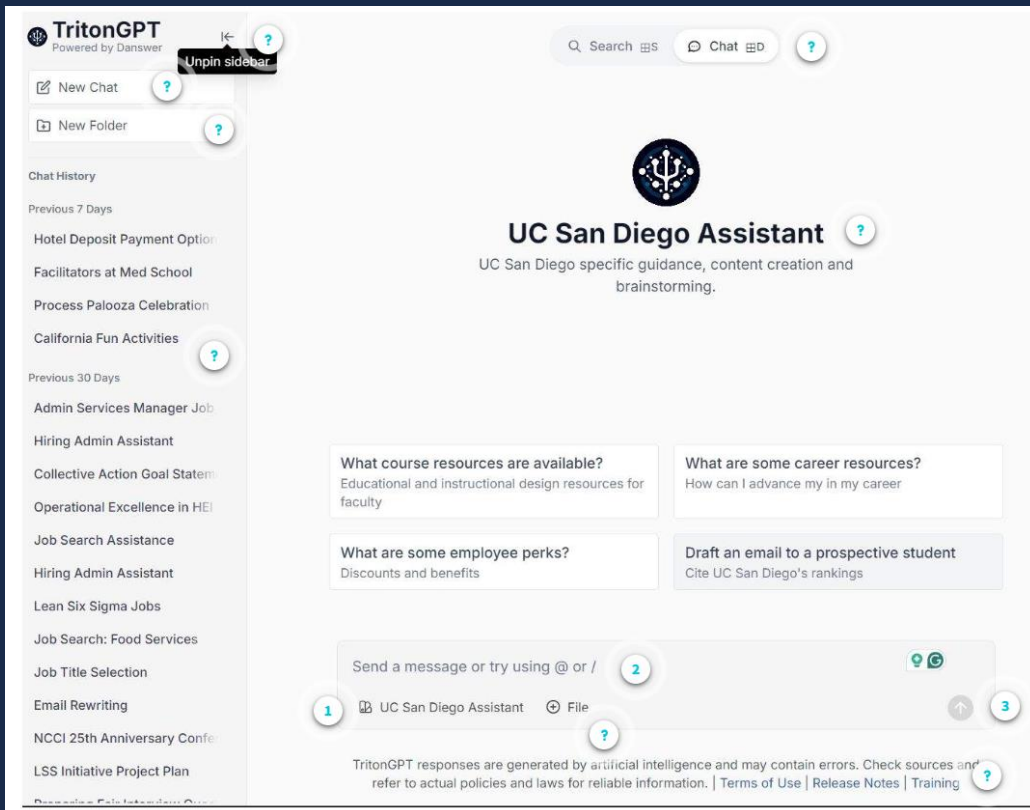
NOTE: Videos 00 & 01 are introductory. Videos 2&3 discuss prompting approaches. Videos 4 onward are the specific use examples.

- 1 **Everyday I AI - 00 - Kickoff**  
OSI UCSD • 224 views • 4 months ago
- 2 **Everyday I AI - 01 - TritonGPT Introduction**  
OSI UCSD • 215 views • 4 months ago
- 3 **Everyday I AI - 02 - Prompting**  
OSI UCSD • 139 views • 4 months ago
- 4 **Everyday I AI - 03 - Prompting Next Steps**  
OSI UCSD • 99 views • 4 months ago
- 5 **Everyday I AI - 04 - Email to Coworker**  
OSI UCSD • 103 views • 4 months ago
- 6 **Everyday I AI - 05 - Parking Information**  
OSI UCSD • 89 views • 4 months ago
- 7 **Everyday I AI - 06 - Performance Appraisal Statement**  
OSI UCSD • 136 views • 4 months ago

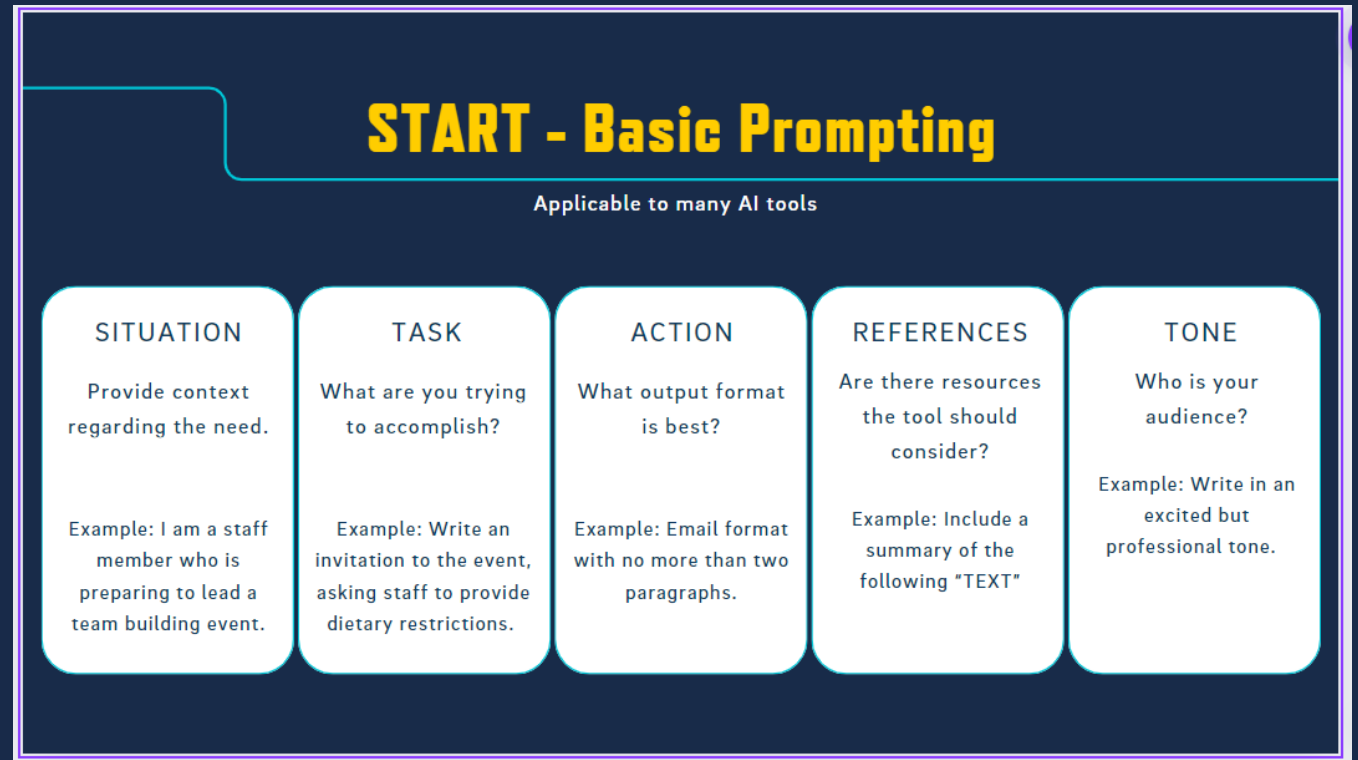
**NOTE:** The first few videos setup TritonGPT and prompting. Videos from #4 onward are actual prompts.

# Resources – Micro-learning

Available for all audiences



UI Guide



Prompting Guide



Questions?





**THANK YOU!**