



Huizenga School of Business & Entrepreneurship
Office of Enrollment Services

Purpose: To create a career ladder progression process that is uniform and transparent for Enrollment Services staff

ACADEMIC ADVISING PROMOTION CRITERION

	Advisor I (min. criterion)	Advisor I → Advisor II	Advisor II → Advisor III (Senior)
Salary Range	\$31,160 - \$35,055	\$34,276 - \$39,632	\$37,704 - \$43,595
Yrs. in Current Position		2 years or more	3 years or more
Minimum Education Requirements	Bachelor's Degree	Master's Degree; or earned Bachelor's Degree, plus 3 yrs. as an Advisor I and 15 graduate-level credits completed.	Master's Degree
Demonstrated Leadership		Lead, be accountable and provide results for 2 departmental approved presentations, projects or events.	Lead, be accountable and provide results for 3 departmental approved presentations, projects or events.
Service to NSU and HSBE Community		Represent OAA at 3 official events per year. Serve on 1 committee pre-approved by supervisor.	Represent OAA at 3 official events per year. Serve on 2 committees pre-approved by supervisor
Professional Development		Attend a minimum of 2 professional development workshops/seminars which are directly related to job performance and enhancement, per year.	Attend a minimum of 3 professional development workshops/seminars which are directly related to job performance and enhancement, per year.
Performance Indicators		Earn a minimum score of 3.3 on most recent annual evaluation.	Earn a minimum score of 3.5 on most recent annual evaluation.
Review Process		Candidate submits promotion portfolio to Supervisor for consideration. Review of materials conducted by Supervisor, Director of Advising, and ADES.	Candidate submits promotion portfolio to Supervisor for consideration. Candidate gives a presentation and is interviewed by a Review Panel consisting of ADES, Director, ADs, and Peer.
Required Application Materials		Completed forms: Request to Change in Job Status to Advisor II form, Portfolio Checklist for Advancement to Advisor II, and Leadership Profile. Current resume, list of accomplishments, and documentation of presentation or program completed.	Completed forms: Request to Change in Job Status to Advisor II form, Portfolio Checklist for Advancement to Advisor II, Leadership Profile, current Resume, and list of accomplishments.