

**Employment and
Promotions at
NC State Student Centers**

Initial Employment Requirements

All student employees with NC State Student Centers will complete the following upon hire:

- Campus Enterprises Orientation (online or in person)
- NC State Student Centers onboarding (in person)
- Position-specific training (in person)

Employees are paid for the time they spend on each requirement.

Semesterly Requirements for All Employees

All student employees, regardless of tier, are expected to fulfill the following each semester to remain in good standing:

- Uniform compliance
- Attend all required meetings
- Attend (1) Graduate Assistant-led (non-required) workshop, OR complete (1) [AdvanCE workshop](#) online or in person
- Complete your self-evaluation
- Attend an evaluation meeting with your supervisor

How do I become
eligible for a
promotion?

The Areas Within NC State Student Centers

INFORMATION

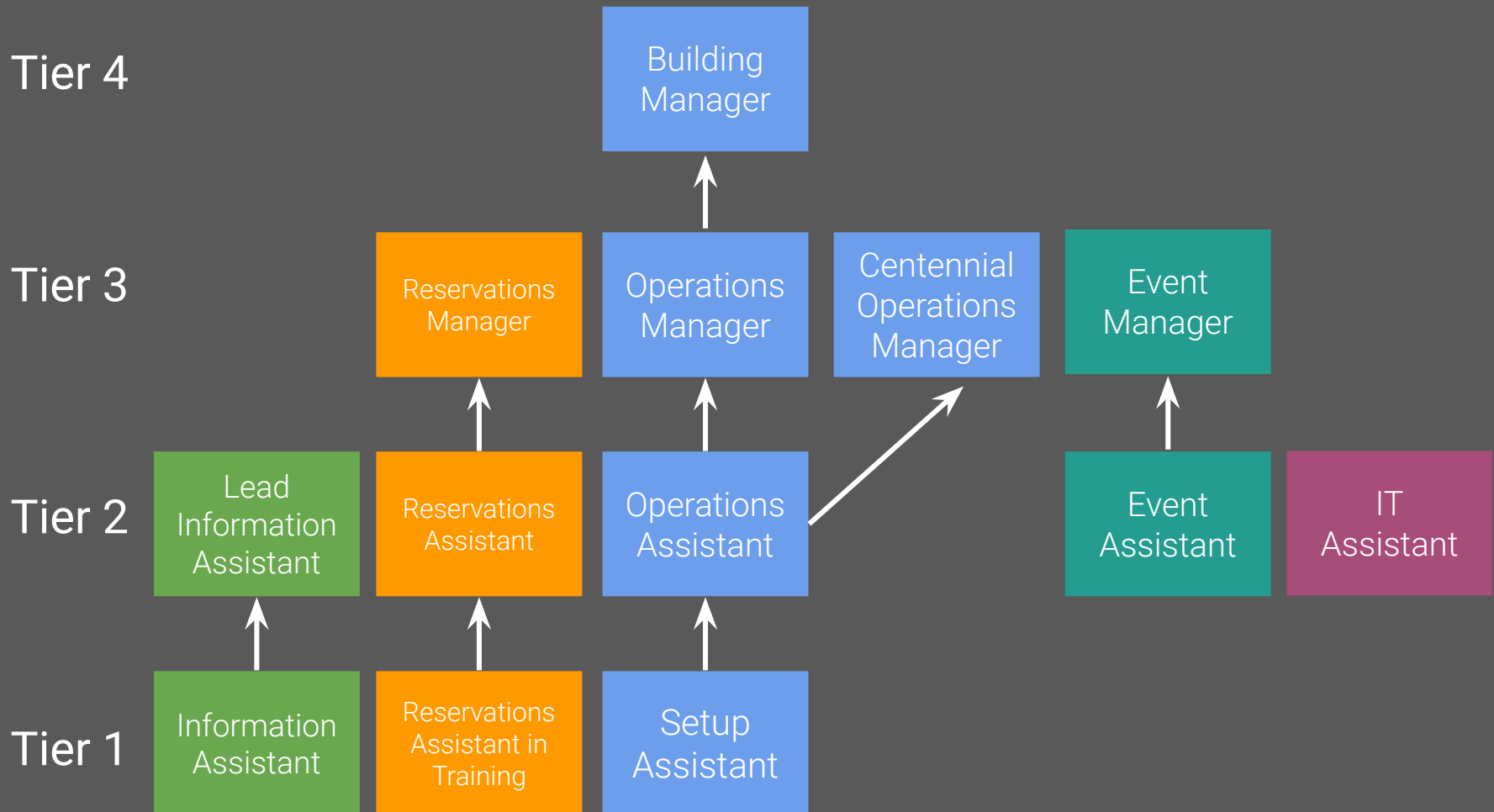
RESERVATIONS

OPERATIONS

EVENTS

IT

Typical Paths of Advancement Within Each Area



Promotion: Tier 1 to Tier 2 (within current area)

Employees are eligible to apply for a promotion to a Tier 2 position once the following are completed:

- Uniform compliance
- Attend all required meetings
- [AdvanCE Taking Initiative](#) (online)
- (1) non-required Graduate Assistant-led OR (1) additional AdvanCE workshop (online or in person)
- 100 post-training hours OR 40 post-training shifts at corresponding Tier 1 position
- Self-evaluation
- Evaluation meeting with current supervisor can be completed after submitting application for promotion, but **must** be completed prior to interview

Once application and eligibility are reviewed, you will meet with your potential Tier 2 supervisor to discuss next steps.

Promotion: Tier 2 to Tier 3 (within current area)

Employees are eligible to apply for a promotion to a Tier 3 position once the following are completed:

- Uniform compliance
- Attend all required meetings
- [AdvanCE Dealing with Crabby Customers](#) (online)
- (1) non-required Graduate Assistant-led OR (1) additional [AdvanCE workshop](#) (online or in person)
- 100 post-training hours OR 40 post-training shifts at corresponding Tier 2 position
- Self-evaluation
- Evaluation meeting with current supervisor can be completed after submitting application for promotion, but **must** be completed prior to interview

Once application and eligibility are reviewed, you will interview with a member of the Hiring Committee and your potential Tier 3 supervisor

Promotion: Tier 3 to Tier 4 (within current area)

Employees are eligible to apply for a promotion to a Tier 4 position once the following are completed:

- Uniform compliance
- Attend all required meetings
- (1) LinkedIn Learning Leadership training (see next slide for eligible workshops)
- (1) non-required Graduate Assistant-led OR (1) additional [AdvanCE workshop](#) (online or in person)
- 100 post-training hours OR 40 post-training shifts at corresponding Tier 3 position
- Self-evaluation
- Evaluation meeting with current supervisor can be completed after submitting application for promotion, but **must** be completed prior to interview

Once application and eligibility are reviewed, you will interview with a panel of peers and professional staff members.

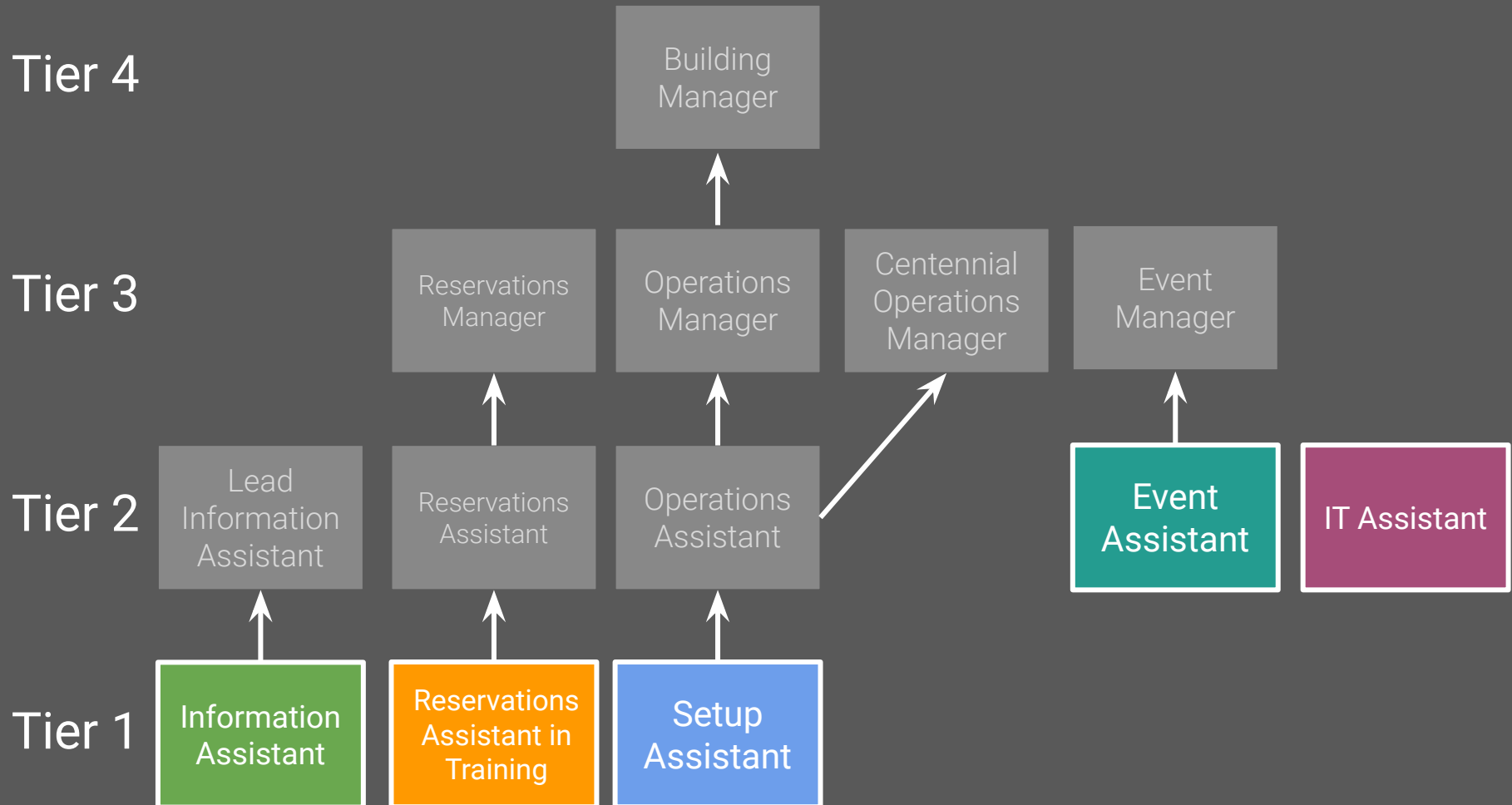
LinkedIn Learning Workshops

These LinkedIn Learning workshops can be used to complete the workshop requirement for promotion from Tier 3 to Tier 4:

- [Leading with a Growth Mindset](#)
- [Leading and Motivating People with Different Personalities](#)
- [Leadership Mindsets](#)
- [Communicating with Emotional Intelligence](#)

What if I want to
transition to a
different area?

Transitioning to Another Area: Core Trainings



Transitioning to Another Area: Process

To transition to a different area within NC State Student Centers, students should:

- Discuss your interest and intention with your current supervisor
- Contact the supervisor for the area you're interested in to inquire about opportunities
- Complete the Core Training for that area:
 - For Information Assistant, Reservations Assistant in Training, and Setup Assistant, complete 50 hours or 20 shifts post-training at Tier 1, plus all other requirements to be eligible for promotion to Tier 2
 - For Event Assistant, complete 50 post-training shifts at Tier 2, plus all other requirements to be eligible for promotion to Tier 3 Event Manager

Supervisor for Each Area

INFORMATION | Sabrina Balent slbalent@ncsu.edu

RESERVATIONS | Britney Davis bldavis6@ncsu.edu

OPERATIONS | Allison van den Berg acvanden@ncsu.edu

EVENTS | Paige Johnson pdjohnso@ncsu.edu

IT | TJ Willis tgwillis@ncsu.edu (to change spring '22)