

Promotions at NC State Student Centers

Every employee will complete the following each semester to be in good standing (stay employed)

- 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

NC State Student Centers has five primary Areas

INFORMATION

RESERVATIONS

OPERATIONS

EVENTS

IT

Tier 1

Employees are eligible to apply for a promotion from Tier 1 to Tier 2 within their current area 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

Tier 2

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

Tier 2

Employees are eligible to apply for a promotion from Tier 2 to Tier 3 within their current area 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

Tier 3

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

Tier 3

Employees are eligible to apply for a promotion from Tier 3 to Tier 4 within their current area once the following are completed:

- Uniform compliance
- Attend all required meetings
- (1) LinkedIn Learning Leadership training:
 - [Leading with a Growth Mindset](#)
 - [Leading and Motivating People with Different Personalities](#)
 - [Leadership Mindsets](#)
 - [Communicating with Emotional Intelligence](#)
- (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

Tier 4

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

To transition to another area within NC State Student Centers:

- 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 post-training hours OR 20 post-training shifts 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