

Academic Advising Career Ladder

	Tier 1:	Tier 2:	Tier 3:	Tier 4:
Experience and Education:	<ul style="list-style-type: none"> Bachelor's degree in relevant field and minimum of 1 year advising or related experience 	<ul style="list-style-type: none"> Bachelor's degree and minimum of 5 years advising or Master's degree and minimum of 3 years advising 	<ul style="list-style-type: none"> Bachelor's degree and minimum of 10 years advising or Master's degree and minimum of 7 years advising 	<ul style="list-style-type: none"> Master's degree+ and minimum of 10 years advising experience
Competency Area: <i>Conceptual Component</i>	<ul style="list-style-type: none"> Understanding of core values and theories relevant to academic advising Understanding of various approaches and methods in academic advising Understanding of various outcomes of academic advising Basic understanding and adherence to ethical guidelines outlined by university and NACADA 	<ul style="list-style-type: none"> Development and implementation of personal advising philosophy Understanding how Advising Philosophy connects to and supports the office vision and mission Firm understanding and adherence to ethical guidelines outlined by university and NACADA 	<ul style="list-style-type: none"> Mastery of lower level conceptual competencies Connect individual advising philosophy to university vision and mission 	<ul style="list-style-type: none"> Continue refining individual advising philosophy Serve as departmental/unit resource
Competency Area: <i>Informational Component</i>	<ul style="list-style-type: none"> Have knowledge of unit's curricula, policies, procedures, mission and vision Have knowledge and adherence to legal guidelines of advising, including privacy regulations and confidentiality Ability to refer students to other resources when necessary Have knowledge of other programs on campus 	<ul style="list-style-type: none"> Ability to discuss basic career advising (i.e., career paths, appropriate majors, etc.) Knowledge of and adherence to legal guidelines (i.e., FERPA) In depth knowledge of curricula, policies and procedures Knowledge and affinity to university's mission and vision 	<ul style="list-style-type: none"> Advanced network of cross-campus relationships and resources Ability to assist in training Tier 1 advisors and staff on college and university curricula, policies and procedures Collaborate with other university offices in developing, disseminating and delivering content as appropriate 	<ul style="list-style-type: none"> Develop, enhance and/or refine procedures and methods of disseminating and communicating information Ability to oversee/mentor advisors Assist and lead in data collection projects and graduation trends Lead training for Tier 1 advisors
Competency Area: <i>Relational Component</i>	<ul style="list-style-type: none"> Develop and articulate personal philosophy of advising Create rapport and maintain relationships with basic level of ability Communicate in a culturally inclusive and competent manner Facilitate student appointments Continue to develop both oral and written communication skills 	<ul style="list-style-type: none"> Provide holistic approach to advising with multiple support resources Utilize advanced developmental/intrusive advising styles Promote student understanding of logic and purpose of curricula Facilitate problem solving, decision-making, meaning-making, goal setting Engage in ongoing individual assessment and development of self and the advising practice 	<ul style="list-style-type: none"> Utilization of multiple advising techniques and styles Ability to adjust advising techniques and style to meet individual student needs Collaborate with other advisors and/or offices as needed Engage in ongoing departmental/unit assessment and development of the advising practice 	<ul style="list-style-type: none"> Teach advising styles to Tier 1 and 2 advisors across campus Develop advising and departmental/unit programming Be an advocate and voice for department/unit at the university level
Responsibilities: *see position description for college/unit specific duties	<ul style="list-style-type: none"> Primary role—advising Requires significant level of supervision/direction Support and assist senior/lead advisors on their project responsibilities 	<ul style="list-style-type: none"> Requires mid-level of supervision/direction Lead group presentations to further develop communication skills and understanding of policies, procedures, etc. Service to KSU and department/unit communities 	<ul style="list-style-type: none"> Deliver training to new/Tier 1 advisors Develop new programming and methods for working with students Service to KSU community Leadership role within department/unit and KSU community (supervisor student workers or GAS, club/campus organization advisor, committee participation and leadership, etc) Requires little to no direct supervision 	<ul style="list-style-type: none"> Train and mentor new/Tier 1 advisors Develop and deliver training to new advisors Assist administrators when needed Contribute to the advising field (research, presentations, programming, etc.)
Professional Development:	<ul style="list-style-type: none"> Continued education beyond hire. (coursework, webinars, conferences) Attend K-State NACADA institutes and other campus professional development opportunities to increase knowledge and develop cross-campus colleague network Seek advice and mentorship from senior advisors and directors 	<ul style="list-style-type: none"> Clear advancement in knowledge, skills and abilities Identify area(s) of focus and expertise Scheduled hours of professional development each year (i.e., coursework, conferences, etc.) Involvement with professional association(s) 	<ul style="list-style-type: none"> Presentation development for conferences, institutes, etc. Continued involvement with professional association(s) Pursue area of focus/expertise 	<ul style="list-style-type: none"> Research, writing and/or publication in journals, etc. Scheduled hours of professional development each year (i.e., coursework, conferences, etc.) Advanced level of education (certificate, PhD, EdD, etc.)

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