This Career Development Plan provides promotional opportunities to Academic Advisors throughout Oklahoma State University who continually demonstrate meritorious performance. Progression within the Plan signifies an increase in skills, competencies and contributions to the organization’s goals and objectives. The increased contribution is above and beyond normal changes that are necessary to maintain satisfactory performance within an ever-changing business environment. While this Plan offers promotional opportunities, it does not require career advancement. Neither does it preclude appropriate action for those who fail to meet a satisfactory standard of performance.

**Position: Academic Advisor I**

**Duties:**
- Advises declared and undeclared students.
- Maintains ongoing focus on student success, retention, outreach and diversity.
- Evaluates student records and maintains advising records/files.
- Performs administrative duties and special projects as assigned.
- Represents College or advising unit at student organizational meetings and functions.
- Serves and advises prospective students and families.
- Teaches orientation course(s) and/or other designated first-year experience course(s).
- Uses STAR electronic advising system.
- Utilizes the Academic Alert System to enhance interactions with students and with instructors.
- Updates practices based on changes in University policies and procedures.
- Communicates effectively and on a regular basis with advisees using various formats.

**Minimum Qualifications:**
- Bachelor’s Degree
- Zero – two years of experience in a related setting.

**Developmental Requirements to Academic Advisor II:**
- Advancement based on departmental/college need and budgetary capability.
- Academic Advisor II minimum qualifications of a Master’s Degree.
- A minimum of one year of experience in a comparable position.

**Position: Academic Advisor II**

**Duties:**
- Advises declared and undeclared students.
- Maintains ongoing focus on student success, retention, outreach and diversity.
- Evaluates student records and maintains advising records/files.
- Performs administrative duties and special projects as assigned.
- Represents College or advising unit at student organizational meetings and functions.
- Assists with various scholarship programs.
- Teaches orientation course(s) and/or other designated first-year experience course(s).
- Serves and advises prospective students and families.
- Uses STAR electronic advising system.
- Utilizes the Academic Alert System to enhance interactions with students and with instructors.
- Updates practices based on changes in University policies and procedures.
- Communicates effectively and on a regular basis with advisees using various formats.

**Minimum Qualifications:**
- Master’s Degree.
- One-three years of experience in a related position.

**Developmental Requirements to Senior Academic Advisor I:**
- Advancement based on departmental/college need and budget capability.
- Senior Academic Advisor I minimum qualifications of a Master’s Degree.
- A minimum of one year of experience in the current or comparable position.

**Position: Senior Academic Advisor I**

**Duties:**
- Advises declared and undeclared students.
- Maintains ongoing focus on student success, retention, outreach and diversity.
- Teaches orientation course(s) and/or other designated first-year experience course(s).
- Performs administrative duties and special projects as assigned.
- Represents College or advising unit at student organizational meetings and functions.
- Performs advisory responsibilities for special programs/projects (e.g., undergraduate admissions, publications, scholarships, internship programs, committees and teacher certification programs).
- Evaluates student records and maintains advising records/files.
- Serves and advises prospective students and families.
- Uses STAR electronic advising system.
- Utilizes the Academic Alert System to enhance interactions with students and with instructors.
- Updates practices based on changes in University policies and procedures.
- Communicates effectively and on a regular basis with advisees using various formats.

**Minimum Qualifications:**
- Master’s Degree.
- Three years of experience in a related setting.

**Developmental Requirements to Senior Academic Advisor II:**
- Advancement based on departmental/college need and budgetary capabilities.
- A minimum of two years of experience in the current or comparable position.
• Administrative experience to include budgetary authority or similar levels of responsibility; previous supervisory experience to include interviewing, training and development, etc. of employees.
• Previous experience in a specific field as defined by the college or department.

Position: Senior Academic Advisor II

Duties:
• Advises declared and undeclared students.
• Maintains ongoing focus on student success, retention, outreach and diversity.
• Teaches orientation course(s) and/or other designated first-year experience course(s).
• Trains and supervises advisors and/or other staff.
• Performs administrative duties and special projects of an advanced nature as assigned (i.e. articulation activities; budgeting; assisting with planning, forecasting and scheduling; may serve as Assistant/Associate Director or similar position or other similar levels of responsibility).
• Represents College or advising unit at student organizational meetings and functions.
• Performs advisory responsibilities for special programs/projects (e.g., undergraduate admissions, publications, scholarships, internship programs, committees and teacher certification programs).
• Serves and advises prospective students and families.
• Evaluates student records and maintains advising records/files.
• Uses STAR electronic advising system.
• Utilizes the Academic Alert System to enhance interactions with students and with instructors.
• Updates practices based on changes in University policies and procedures.
• Communicates effectively and on a regular basis with advisees using various formats.

Minimum Qualifications:
• Master’s Degree.
• Four years of experience directly related to academic counseling.

Preferred Qualifications:
• Administrative experience such as budgetary authority or a similar level of responsibility.
• Previous supervisory experience to include interviewing, training and development, etc. of employees.
• Experience in a specific field as defined by the college or department.

Developmental Requirements:
• Not determined at this time.
Developmental Increases:
- Proposed salary would be no less than the minimum hiring range of the proposed level of advancement.
- Increases of 10% or greater would require an approved Compensation Adjustment Request Form.

Incentive Plans:
- Additional opportunities not yet specified.

Additional promotional opportunities involving pay increases would be in accordance with OSU Pay Guidelines and require approval by the appropriate Vice President.

Oklahoma State University is a dynamic and ever-changing organization. Therefore, it is expected that any and all provisions of this Plan may change. OSU reserves the right to modify, revoke, suspend, terminate or change any or all provisions of the Plan, in whole or part, at any time, with or without notice. The language appearing in this document is not intended to create, nor is it to be construed to constitute a contract between Oklahoma State University and any or all of its employees.

Review and Approval:

_______________________________________________ Human Resources

_______________________________________________ Vice President
Addendum A

Hiring Ranges

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