

## **Tippie Direct Admit Peer Mentor Job Description Fall 2022**

The Tippie Direct Admit Peer Mentoring Program provides an opportunity for current Tippie students to serve in a leadership and mentoring capacity for the fall Tippie Direct Admit Seminar (BUS:1200). The Peer Mentors will provide newly admitted Direct Admits with a peer connection and community base within the Tippie College of Business. There will be two or three mentors assigned per course section of Direct Admits.

### **Peer Mentors Will:**

- Provide an additional support for students both academically and socially for the fall semester
- Connect and engage with new Direct Admit students in and out of class
- Share an upper-class business student's insight into the experience in the Tippie College and at the UI
- Share information and encouragement to participate in a variety of campus activities

### **Responsibilities:**

- Co-facilitate two discussion sections of BUS:1200 in collaboration with a UPO Advisor
- Perform course related duties as assigned by the BUS:1200 instructors. Duties may include:
  - Connect students by using icebreaker and interactive self-reflection activities
  - Assist instructor with class prep (handouts, attendance, sending reminders, ICON)
  - Answer UI/Tippie College specific questions that instructor may not be able to answer
  - Provide narratives about their own experience as it relates to the course topics
  - Facilitate open discussion on first year transition topics
- Attend scheduled weekly one-on-one meetings with BUS:1200 instructor while the course is in session
- Attend designated discussion sections each week
- Model responsible behavior for new first year students and new peer mentors
- Maintain contact with the cohort once a week through the fall semester

**Mandatory Training** *You MUST attend all training sessions to be eligible to be a peer mentor.*

- *Friday, April 22 4:00-8:00p*
- *Saturday, April 23 9:00a-1:00p*
- *Wednesday, August 17 9:00a-4:00p*
- *Friday morning meetings, 8:15-9:15a (first 10 weeks of the fall semester)*

Training will include:

- Review of Tippie Direct Admit Seminar (BUS:1200) learning outcomes and classroom expectations
- Overview of responsibilities and mentor job description
- Expectations when working with instructors
- Discussion on common first year transition issues
- Facilitation and communication skill training
- Preparation for classroom management
- Lesson plan development (fall training)

**Fall Semester Expectations (August 22- October 28, 2022) \*End Date is subject to change**

- 2.5 hours/week in class each week (2 discussion sections)
- 1 hour/week meeting (all peers or with instructor)
- 1 hour of communication/interaction with students per week outside of class  
*(Examples include: Tippie Fest, community event, office hours, tours of PBB, and other course-related activities)*
- \$8.20/hour
- 4 to 6 hours per week for the first eight weeks of the fall semester

### **Eligibility**

To be eligible for the peer mentor position, students must be admitted to the Tippie College of Business and also be in good academic standing (not on academic probation) at the time of application.

### **Reporting Line**

This position reports directly to Melissa Baker, Director, Tippie Student Engagement and Experience