

Tippie BUS:2200 Discover Guide Job Description Spring 2026

The Tippie BUS:2200 Discover Guide Program provides an opportunity for current Tippie students to serve in a leadership and mentoring capacity by assisting in facilitating the BUS:2200 Discover Business at Tippie course. The Discover Guides will provide newly admitted Tippie students with a peer connection for building their Tippie community, encouragement and support in navigating BUS:2200 coursework, and insights into strategies to utilize for success in their Tippie College of Business journey. There will be four mentors assigned per course section of BUS:2200.

Discover Guides Will:

- Provide additional support for students both academically and socially for the semester.
- Connect and engage with new Tippie students in and out of class.
- Share a business student's insight into the experience in the Tippie College and at the University of Iowa.
- Share information and encouragement to participate in a variety of campus activities and utilize effective strategies for academic and professional success.
- Receive \$10/hour for this role.

Responsibilities:

- Role begins January 15th, 2026, and runs through May 8th, 2026.
- Attend and co-facilitate two sections of BUS:2200 each week in collaboration with an instructor. The format of the course is:
 - 50-minutes
 - In-person
 - Approximately 65 students per section
 - Sections will be specific to a student population. In the spring semesters, sections are only offered to Standard Admits. These are students who have college experience but are new to Tippie. There are no Direct Admit sections in the Spring.
- Perform course related duties as assigned by the BUS:2200 instructors. Duties may include:
 - Building student connections via classroom activities and discussions.
 - Assisting instructor with class administration (handouts, attendance, sending reminders, ICON.)
 - Providing written feedback on student assignments within two weeks after assignments are due from students.
 - Providing narratives and examples about their own experience as it relates to the course topics.
- Attend scheduled weekly team meetings with your BUS:2200 instructor and fellow Discover Guides (see bundles).
- Model responsible behavior for new Tippie students and Discover Guides.
- Maintain timely and appropriate communication with the teaching team and students.

Mandatory Training

- Thursday, January 15th. 8:00-5:00.
 - Note: An additional meeting with Human Resources may be required for students who must complete I-9 hiring forms.
 - *You MUST attend the entire training to be eligible to be a Discover Guide.*
- Weekly meetings throughout the semester with your BUS:2200 teaching team (your instructor and fellow Discover Guides) for class preparation. Those meeting times are determined by the bundle you are selected for.
- 3, 30-minute one-on-one meetings with your instructor throughout the semester.

Training will include:

- Review of BUS:2200 learning outcomes, syllabus, and classroom expectations.
- Overview of responsibilities and mentor job description.
- Expectations when working with instructors.

- Discussion on common student transition issues.
- Facilitation and communication skills training.
- Preparation for classroom management.
- Processes and best practices for providing written feedback on assignments.

Spring Semester Time Commitment Expectations

- 2 hours in class each week
- 1 hour/week teaching team meeting (instructor and fellow Discover Guides)
- Periodic additional hours outside of class for providing feedback on student assignments, one-on-one meetings with instructor, and supporting students via events, email communication, and course-related activities.
- Overall, 3-6 hours per week for the fall semester
 - *Note: Weeks with higher hours are based on when student assignments need feedback.*
- *Note regarding Discover Guide conflicts/absences during the semester: Attendance at Discover Guide commitments is required. However, to accommodate opportunities that may arise for Discover Guides during the semester (family commitments, student organization events, etc.) all Discover Guides will receive three excused absences from their Discover Guide commitments to use for any reason. Discover Guides should communicate with their instructor about using an excused absence a minimum of two weeks prior to the planned absence so the teaching team can plan appropriately.*

Eligibility

To be eligible for the Discover Guide position, students must have completed at least one semester as a Tippie College of Business BBA student prior to starting the Discover Guide role and be in good academic standing (not on academic probation.)

Reporting Line

This position reports directly to Assistant Director, Internships and Career Learning- Jenny Long. Any questions? Email her at jennifer-p-long@uiowa.edu.

Bundle Options Below:

<u>CLASS SCHEDULE</u>				
TIME	MON	TUE	WED	THU
8:00-9:00				
9:00-10:00				
10:00-11:00				
11:00-12:00	BUNDLE 1 CLASS 11:30-12:20	BUNDLE 2 CLASS 11:00-11:50	BUNDLE 1 CLASS 11:30-12:20	BUNDLE 2 CLASS 11:00-11:50
12:00-1:00				
1:00-2:00				
2:00-3:00		BUNDLE 3 CLASS 2:00-2:50		BUNDLE 3 CLASS 2:00-2:50
3:00-4:00				
4:00-5:00			BUNDLE 1 MEETING 3:30-4:20	BUNDLES 2 & 3 MEETING 3:30-4:20