

Discover Guide**Classification Title: Student Support Services Job Code: S792****Assistant****Pay Level: \$10.00 per hour****Percent Time: #%****Org/Dept: 12-2110****POSITION SPECIFIC SUMMARY:**

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.

KEY AREAS OF RESPONSIBILITIES AND SPECIFIC JOB TASKS

- 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. Direct Admits, who are students admitted to Tippie from High School and Standard Admits, T students who have college experience but are new to Tippie.
 - In the fall, there are Direct Admit Sections and Standard Admit Sections. In the spring, the course is only offered to Standard Admits.
- 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.

POSITION QUALIFICATIONS

- 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.)

WORK SCHEDULE

- 3-6 Hours per week
- 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.
 - 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.*