



### **Honors College Ambassador Team (HCAT) Job Description**

HCATs will gain experiential credit, introduce new people to the Lewis Honors College, and represent the Lewis Honors College at recruitment events. This is a great resume-building opportunity as well as a venue for improving communication skills, professionalism, and leadership ability. HCATs will enroll in HON 393 which is a service-based learning class taken during the Fall (2 credits) and/or Spring (1 credit). Join us and become a representative and expert on the Lewis Honors College!

#### HCAT Duties:

- Host prospective students and their families on tours of the Lewis Honors College – students are expected to be knowledgeable of offerings provided by the Lewis Honors College and campus wide
- Hold Office Hours in Lewis one hour per week for 15 weeks of the semester on a set schedule
- Attend on-and off-campus recruitment events (at least four per semester) where you will introduce others to the Honors College and answer questions
  - This may include public speaking engagements with moderate to large crowds
- Host special visits as requested with prospective students, guest speakers, and other VIP campus visitors
- Write notecards, make phone calls, send emails and text messages to follow up with prospective and newly admitted students
- Provide feedback to the Director of Recruitment & Admissions to strengthen outreach to prospective students through idea generation of new events and initiatives
- Attend the scheduled seminar sessions and complete associated assignments

In addition to the experience gained, HCATs who successfully meet expectations receive a stipend of \$250 each semester. For additional information, please contact Erin Newell ([erin.newell@uky.edu](mailto:erin.newell@uky.edu)).