



LEWIS LAUNCH LEADER JOB DESCRIPTION
LEWIS HONORS COLLEGE (LHC)
2023-2024

Lewis Launch Leaders are new positions that are essential to hosting a successful orientation for new freshmen honors students. Lewis Launch Leaders build community, develop leadership skills, and gain experience. Whether your future plans include graduate/professional school or a professional job, the Lewis Launch Leader experience can provide a great resume builder. The term of service for Lewis Launch Leaders is between June –September. The responsibilities include the following:

- Provide outreach via email with incoming new honors students over the summer months in order to welcome, provide information, and answer questions (on average 1 hour per week, remotely)
- Participate in at least one LHC summer webinar focused on preparing incoming new honors students
- Move in early (August 9), prior to new student LLP move in, and attend all training sessions (LHC will cover on-campus housing fees and dining associated with early move in)
- Assist in preparing set-up and logistics for Lewis Launch as well as help new students during move-in appointments
- Lead Lewis Launch group of students through the three-day orientation schedule prior to classes starting for the fall semester
- Serve as a positive and encouraging role model for students by abiding by UK policies and procedures while remaining in good standing with LHC
- Maintain knowledge of student academic and well-being resources in order to appropriately refer students
- Connect with assigned individual group members at least two times after classes begin to check in and offer support while documenting outreach efforts and outcomes (by end of September)
- Maintain privacy in communication with students and consult with LHC staff in cases of concern
- Maintain high level of professionalism by (including but not limited to) being on time and prepared for commitments, checking and responding to email in a timely manner, dressing appropriately, meeting deadlines, using appropriate language and humor, and refraining from engaging in romantic relationships with mentees

In addition to the experience gained, Lewis Launch Leaders receive a modest stipend of \$150 and Lewis Honors College apparel. For additional information, please contact Kondwani Phwandaphwanda (kondwani@uky.edu)