



LEWIS LIAISON JOB DESCRIPTION
LEWIS HONORS COLLEGE (LHC)
2023-2024

The new role of Lewis Liaison is designed to engage upper-level honors students within their major college(s) to build community and address discipline specific interests and goals with the support of the Center for Personal Development. The number of liaisons devoted to each college on campus will be determined by the number of honors students enrolled (for example, A&S will have several liaisons while Fine Arts may have one). Whether your future plans include graduate/professional school or a professional job, the Lewis Liaison experience can provide great leadership experience and build your resume. The responsibilities are listed below.

The assumption is that this position will come second to your academics, but before any other extracurricular commitments. It is estimated the role shall entail an average of three hours per week between mid-August through early May.

- Enroll and participate in HON 393 Leadership course in fall semester (2 credit hours) and in spring semester (1 credit hour)
- 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
- Establish connection with college academic and/or career advisors to introduce yourself and offer assistance in connecting honors students with programs
- Assess needs of honors students in assigned college and plan programs/events (at minimum 2-3 a semester) within the college facilities.
- Learn and utilize the appropriate event scheduling protocol for assigned college when planning programs
- Plan programs/events with support and funding from the Center for Personal Development team at LHC (i.e., study groups, professionalism workshops, panels, networking events)
- Develop a communication plan to connect with assigned college student populations on a regular basis (at least once a month) and document outreach efforts and outcomes
- Actively promote events you have planned as well as Lewis Honors College programs
- Offer one office hour each week in assigned college facility
- Attend at least two LHC events/programs each month
- Maintain privacy in communication with students and consult with CPD staff in cases of concern
- Maintain high level of professionalism by (including but not limited to) being on time and prepared for LLP commitments, checking and responding to email in a timely manner, dressing appropriately, meeting deadlines, and using appropriate language and humor
- Other duties as assigned (i.e. recruitment/admissions and external partners event support)

In addition to the experience gained, Lewis Liaisons who successfully meet expectations receive a stipend of \$250 each semester. For additional information, please contact Sally Foster (sally.foster@uky.edu)