



LEWIS LIAISON JOB DESCRIPTION 2024-25 School Year

The role of Lewis Liaison is designed to engage Honors students within their major college(s) or campus community to provide connection and address specific interests and goals (with the support of the Center for Personal Development). The number of liaisons devoted to each college or community on campus will be determined by the number of honors students enrolled (for example, A&S may have several liaisons while Fine Arts may have one; international Honors students may have a liaison focused on building community). 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 (3.4 GPA or above).
- Maintain knowledge of student academic and well-being resources in order to appropriately refer students
- Establish connection with college academic and/or career advisors or community resource leads to introduce yourself and offer assistance in connecting Honors students with programs
- Assess needs of honors students in assigned area 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/department 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 student populations on a regular basis (at least once a month) and document outreach efforts and outcomes. In most cases this includes managing an Instagram account.
- 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 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 and course credit gained, Lewis Liaisons who successfully meet expectations receive a stipend of \$250 each semester. For additional information, please contact Ramla Osman Miller (ramla.miller@uky.edu)