



**LEAD PEER MENTOR JOB DESCRIPTION**  
**LEWIS HONORS COLLEGE (LHC)**  
**2024-2025**

Lead Peer Mentors have the opportunity to build community, develop leadership skills, gain experience, and grow personally. Whether your future plans include graduate/professional school or a professional job, the Peer Mentor experience can provide a great resume builder. The responsibilities are listed below (*Items in blue are specific aspects of the Lead Peer Mentor role as opposed to Peer Mentor*).

The assumption is that this position will come second to your academics, but before any other extracurricular commitments. It is estimated the role will entail an average of two hours per week during the summer months (from any location) and an average of four hours per week during the school year.

- Enroll and participate in HON 393 Leadership course in fall semester (2 credit hours) and in spring semester (1 credit hour)
- *Serve as peer facilitator for HON 393 section by helping lead class discussions and projects*
- *Serve on the college Lewis Launch planning committee and attend meetings regularly (starting April/May prior to Launch in August)*
- *Attend weekly meetings with Director of College Life and other Lead Peer Mentors*
- *Assist in coordinating* and providing outreach via email with incoming new honors students over the summer months in order to welcome, provide information, and answer questions.
- Participate in LHC summer webinars focused on preparing incoming new honors students
- Move in early (August 14), prior to new student move in, and attend all Residence Life and LHC Peer Mentor 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 and Residence Life policies and procedures while remaining in good standing with LHC (minimum GPA of 3.4)
- Maintain knowledge of student academic and well-being resources in order to appropriately refer students
- *Connect with assigned mentees who do not live in the Community of Scholars on a regular basis (at least once a month) and document outreach efforts and outcomes*
- Offer one office hour each week in LHC or basement of Donovan Hall
- Provide peer mentoring regarding topics like transition to college, time management, stress management, involvement, etc.
- *Assist in planning college-wide events as well as mentee specific offerings*
- *Coordinate student publicity for regularly occurring honors events such as Donuts with the Dean and Honor the Balance.*
- Actively promote LHC events among honors students

- Attend at least two LHC events/programs each month
- Maintain privacy in communication with students and consult with Residence Life and/or LHC 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, using appropriate language and humor, and refraining from engaging in romantic relationships with mentees
- Other duties as assigned (i.e. recruitment/admissions and external partners event support)

In addition to the experience gained, Peer Mentors who successfully meet expectations receive a stipend of \$750 and a deposit of \$250 on their UK Dining Flex account each semester. For additional information, please contact Sally Foster ([sally.foster@uky.edu](mailto:sally.foster@uky.edu))