



**LEWIS LAUNCH LEADER JOB DESCRIPTION**  
**LEWIS HONORS COLLEGE (LHC)**  
**2024-2025**

Lewis Launch Leaders are 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 14), 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 (minimum GPA of 3.4)
- 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 during term of service.

In addition to the experience gained, Lewis Launch Leaders receive a stipend of \$150 and Lewis Honors College apparel. For additional information, please contact Sally Foster ([sally.foster@uky.edu](mailto:sally.foster@uky.edu))