



Lewis Liaison Job Description
Lewis Honors College
2025-2026

Student feedback and attendance data over the past four years suggest the need to expand resources to further engage upper-level honors students. Each Lewis Liaison facilitates communication, engagement, and relationships between the honors college and honors students in their respective major college community. Liaisons identify programming opportunities and partnerships among their major college and participate in planning, promoting, and attending events. Liaisons will also develop relationships in their primary college to increase student engagement and awareness of the resources in honors. They will collaborate with the Center for Personal Development, Honors Academic Advising, College Life, and with faculty and staff on various projects to enhance the honors student experience.

Responsibilities:

- Facilitate cross-campus relationships within major college with honors students and student affairs staff
- Assess student needs for programming specifically for honors students
- Find opportunities to collaborate on existing programs within the major college
- Promote and facilitate, and attend honors events
- Cover at least one office hour weekly at the Lewis Honors College front desk
- Collaborate with the Center for Personal Development on one event per semester
- Host one strategic event designed for designated college/major per semester, including designing flyers and promoting event
- Develop biweekly communications with liaison group through Canvas portal to inform liaison group about upcoming Honors events and relevant activities happening around campus
- Attend biweekly meetings with fellow Lewis Liaisons.

Qualifications:

The ideal candidate will be a student with a commitment to the success of the Lewis Honors College and an interest in supporting student well-being and engagement. Students will demonstrate their commitment by being actively and consistently involved with Honors events, educational initiatives, and promotion of the overall mission of the College. The candidate will be self-motivated to complete assignments and attend meetings. This position is ideal for a student who wishes to build on their existing experience and skills in marketing, event planning, facilitation, and general outreach.

A successful applicant will have experience and skills in the following areas:

- Group facilitation experience and tactful communication

- Public speaking skills and willingness to facilitate or host workshops
- Ability to work independently and with a team
- Ability to design and distribute marketing materials using various platforms such as Canva and Instagram
- Excellent work ethic
- Strong organizational skills and reliability

Benefits:

- Stipend of \$250 per semester
- Earn one or two credits per semester towards honors experience requirements by enrolling in a hybrid course offered asynchronously in Canvas and with monthly in-person meetings. The course content focuses on college student well-being strategies and effective program development.