

EPIC LEADER Job Description 2026-2027

Location: Appleton, Wisconsin, United States

Duration: Full year

Compensation: (See specific time commitment breakdown at end of document.)

Training: Spring 2026 & Pre-Welcome Week (Stipend - \$250, 24-30 hours)

Welcome Week: Tier 3 Student Position - \$13 per hour (up to 30 hours of preparation & facilitation)

Academic Year: Tier 3 Student Position - \$13 per hour (30 hours spread over the year, up to 10 hours per term)

EPIC Leader Position Description:

EPIC Leaders are upper-class students who have demonstrated good leadership and peer support capabilities that will guide new students throughout their first-year experience, including Welcome Week and the remainder of the academic year. The EPIC Leaders will work to carry out the goals of the First Year Experience that will help first-year students cultivate connections, develop effective communication, promote self-empowerment, build resilience, advocate and support holistic wellness, and facilitate reflection practices.

Key Responsibilities for EPIC Leaders:

- Assist new students and families with the move-in process at residence halls.
- Guide a group of 8-12 students through the activities of Welcome Week and foster connections within and among the campus community.
- Clearly communicate Welcome Week schedule and logistics to first-year group; ensure preparation and engagement for all required events.
- Introduce first-year students to campus resources (including academic support services, wellness services, arts and athletics, and other unique campus opportunities) in both classroom and experience-based settings.
- Schedule and facilitate meetings with first-year groups throughout the academic year; build on university-designed content to emphasize belonging, community values, holistic wellness, and academic success.
- Collaborate with Lawrence alumni to connect first-year students to alumni networks.
- Exemplify positive, uplifting leadership at all times and for all members of the Lawrence/greater Appleton community; engage vividly and earnestly with new students and fellow EPIC Leaders in Welcome Week and throughout the terms.

What Makes a Great Epic Leader?

EPIC Leaders play a critical role in helping new students transition to life here on campus. Their role starts during welcome week and extends throughout the academic year. The students who are considering this position should demonstrate:

- **Strong Interpersonal Skills:** Demonstrate strong active listening, empathy, and foster meaningful relationships with other students.
- **Effective Communication:** Be confident in leading small group discussions, providing clear guidance, and be effective communicators with other students and peers.
- **Leadership & Initiative:** Take responsibility and follow through on your commitments. Lead by example by showing how to be a good student and person here at LU.
- **Commitment to Student Growth:** Desire to help your peers improve. Facilitate connections to resources and opportunities that will help the first-year students achieve their goals.
- **Professionalism & Accountability:** Be dependable and professional. You will represent the first-year student department and the university.
- **Dedication to Equity & Inclusion:** Model cultural humility and contribute to a supportive and equitable campus environment. Make every effort to have everyone feel welcome here on campus.
- **Knowledge of Campus Resources:** Willingness to learn and share information about campus offices, programs, and support services to help students navigate Lawrence successfully.

Qualifications:

A candidate for the Orientation Leader position must:

- Be a full-time upper-class (sophomore, junior or senior) Lawrence student in fall term 2026.
- Be on campus fall term 2026.
- Be in good academic standing. (2.5 or above)
- Have evidence of broad engagement on campus along with good knowledge of campus locations and resources.
- Be excited to welcome and connect with new Lawrentians.
- Be available for all trainings (see time commitment below).

Epic Leader Time Commitment Schedule

Training: Spring 2026 & Pre-Welcome Week (Stipend - \$250)

Training	Details	Hours / Dates
Spring, Fall (pre-welcome week)	Team building, preparation and training for facilitation welcome week.	24 – 30 hours TOTAL
Spring 2026	Large group meeting, video creation.	Up to 2
Fall 2026 Move-in Wed. (9/2) Thurs (9/3) – Sat (9/5)	Team Building Daily Training	Up to 3 hours Up to 25 hours

Welcome Week: Tier 3 Student Position - \$13 per hour (up to 30 hours of training & work)

Welcome Week	Details	Hours / Dates
Monday (9/7) – Sunday (9/13)	These hours will contain administrative, daily preparation, and facilitation of daily small group time.	Up to 30 hours TOTAL
Monday (9/7)	Last minute overview & logistics.	Up to 1.5 hours
Tuesday (9/8)	Move-in support (3-hour shifts); President’s Welcome (1.5 hrs); Evening Welcome (1.5 hrs)	6 - 8 hours
Wednesday (9/9) – Friday (9/11)	Daily overview & facilitate programming (12:00pm–5:00pm)	15 hours
Saturday (9/12)	Farm Market + programming (2 hrs) Shift at Blu’s Bash (1hr)	2 – 3 hours
Sunday (9/13)	First Year Dinner support (set-up, programming, clean up)	Up to 3 hours
OPTIONAL - social programming	Assist in co-facilitating one evening event in WW.	Up to 3 hours

Academic Year: Tier 3 Student Position - \$13 per hour (30 hours spread over the year, up to 10 hours per term)

Fall 2026: FOCUS – Adjustment, Transition, and Belonging to the LU Community	Hours (Up to 10 hours TOTAL)
1 small group meeting with Alumni	1 hour
1 small group meeting with EPIC Peer Mentor	1 hour
1-1 meeting with each mentee & administrative responsibilities/communication	Up to 8 hours

Winter 2027: FOCUS – Reflective Practices, Self-Exploration, and Becoming a Learner	Hours (Up to 10 hours TOTAL)
1 small group meeting with EPIC Group Faculty/Staff Mentor	1 hour
1 small group meeting with EPIC Peer Mentor	1 hour
1-1 meeting with each mentee & administrative responsibilities/communication	Up to 8 hours

Spring 2027: FOCUS: Self and Career Exploration, Campus, and Community Engagement	Hours (Up to 10 hours TOTAL)
1 small group meeting with Alumni	1 hour
1 small group meeting with EPIC Group Faculty/Staff Mentor	1 hour
1-1 meeting with each mentee & administrative responsibilities/communication	Up to 8 hours

**** All housing and meals will be covered by the First-Year budget while on campus. Students will NOT incur any additional expenses.**