



Preceptor Employment Information – RETURNER

Eligibility Requirements

In order to apply for a preceptor position, you must:

- 1) Currently be a full-time student at Truman,
- 2) Have a minimum cumulative GPA of 3.0 **at the time of your application**, and
- 3) Preferable but not mandatory, must have a current driver's license and have a good driving record.

Preceptors are expected to be supportive of the University goals, responsible, enjoy working with high-ability teenage students, and be high-energy individuals. The application process consists of two parts.

Part I -- Application Materials

- 1) Complete the online application for returners, and
- 2) Provide the name of the faculty member that you were a preceptor for during your previous session(s) on your application.

Part II – Interview

Returners will not be required to have an interview for a position. We may need to schedule a time to visit with you, however that would be in a situation where we may need to discuss which course you would precept for if you are not already recommended by a faculty member. If we need to meet with you, we will reach out. Otherwise, we will not need to conduct an interview and will notify you regarding position availability.

Just as with applicants we interview, please be sure to contact us if you have not heard back within a few weeks to ensure emails were not lost or went to your spam, etc. We will reach out about the position whether it is to offer employment or let you know we cannot offer you a position at this time.

For further information about the Academy, visit our website at <http://jba.truman.edu>. If you have any questions about the application process or employment, feel free to contact us 660-785-5384 or via email: jba@truman.edu



Preceptor Job Description

BEFORE THE ACADEMY

- 1) All Preceptors (returning & new) are required to attend a spring orientation (historically in March).
- 2) Participate in an intensive **required** training session once you move into Ryle for your session.
- 3) All Preceptors that have a license and are willing to transport students in University vehicles are required to complete van training with the Department of Public Safety on campus.
- 4) All Preceptors are **required** to attend CPR/AED & First Aid training prior to arrival for your session. Dates are scheduled in the spring for training that are paid directly by our office. If you cannot attend any of these sessions, you will need to obtain certification prior to your session (reimbursement available).
- 5) Complete a background check - You will receive an email from HR that provides the information of who will be contacting you for this **required** process to be completed.

All requirements must be completed by the deadlines for employment.

DURING THE ACADEMY -

Resident Counselor

- Encourage faculty, staff, and student interaction.
- Serve as a role model for students.
- Develop close ties with students in your area.
- Be a resource person for students.
- Be alert to problems students may reveal.
- Enforce curfews/lights out and Academy regulations.

Classroom

- Assist faculty members with instruction each day.
- Assist faculty in providing classroom management.
- Oversee student work during study hall.

After the Academy

- Session I: responsible for cleaning up and preparing materials for Session II.
- Session II will be responsible for cleaning/packing up and storing of all materials.

Staff

- Report to the Director of the Academy.
- Attend daily staff meetings.
- Work together with other staff members for the benefit of the students.
- Preceptors, in teams or individually, lead an activity each evening.
- Seek student input for ideas and development of activities to be offered.
- Operate university vehicles as necessary (if licensed and trained)
- Assist students during the first two days of orientation.
- Document any challenges for students to help them be successful.
- Assist with transportation to/from Kirksville airport.
- The Director and Dean may assign additional duties during the Academy.

GENERAL INFORMATION

- Preceptors live with students in the residence hall.
- **As of 2023 the preceptor salary is \$1900 per session plus room and board (this equates to a package of approximately \$3,250 for salary plus the cost of room and board).**
- Nights off will be scheduled for preceptors during the Academy.
- **Being a JBA staff member is a 24 hour-a-day commitment.** Preceptors may ***not be enrolled** in summer classes during the Academy or allowed to leave during JBA for weddings or any other family events except for an extreme situation – (please discuss with the Dean). Even at night, when students are asleep, they will be expected to conduct themselves professionally and be prepared to respond to crises on demand. **rare exceptions may be made on a case by case basis with the Dean.*
- JBA preceptors are representatives of Truman State University and are expected to act in a manner befitting this responsibility, even when not directly interacting with students. This includes adherence to all applicable policies of the university, laws of the local, state, and federal government, as well as the exercise of common sense and good judgment.
 - Employees will be expected to refrain from making statements or engaging in activities which are inappropriate for children,
 - Would violate university policies of sexual harassment and anti-discrimination, or
 - Would in any way serve to make an Academy participant feel excluded from participation in all aspects of the Academy experience.
- The Joseph Baldwin Academy is meant to be an engaging learning experience that encourages open minds, honest debate over controversial issues, and free expression. As an essential element to encouraging free expression is fostering a non-coercive environment with respect to issues of politics and religion, therefore:
 - JBA students and staff are provided the opportunity to attend the religious services of their choice,
 - May find the opportunity to *express* their political views in class discussions or organized political debates or forums, and
 - Are encouraged to have open, honest and respectful dialog throughout the three-week learning experience.
- However, JBA is not an appropriate forum for employees to actively *advocate* acceptance of, or adherence to, their personal, religious or political viewpoint – regardless of the perspective from which it comes.
 - An important element of the JBA experience is student *self*-discovery.
 - Employees who cannot maintain an appropriate level of neutrality with respect to these issues during their period of employment should not apply for this position.

2023 CONTRACT DATES

- Session I: June 7 – July 1, 2023; Session II: July 5 – July 29, 2023
- Preceptors **must** arrive to campus and be moved in at or before 12:00 pm on June 7 & July 5.
- Training will begin promptly after lunch.

2023 PROGRAM DATES

- Session I: June 10 – June 30, 2023; Session II: July 8 – 28, 2022