



# Night Monitor Application Process & Eligibility

## 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

All Staff 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) You should prepare a letter of interest which should include the skills you possess that will assist you when working with 13-15-year-old high-ability students, your related work experiences and why you are interested in the Joseph Baldwin Academy,
- 2) Complete the online application, providing us with the letter of interest and your current resume, and

## Part II – Interview

The second part of the application process is an interview with the Director of JBA, and the Dean of the Joseph Baldwin Academy. During the twenty-minute interview, you will be asked, among other things:

- what you can contribute to the Academy,
- what you might gain from the Academy,
- your reaction to scenarios that might occur as part of your work with the Academy, and

Within a few weeks of the interview, we will notify you of the decision regarding your employment with JBA by email. Please be sure to contact us if you have not heard back within a few weeks to ensure the email was not lost, 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](mailto:jba@truman.edu)

## BEFORE THE ACADEMY

- 1) All Staff (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 Staff 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).
- 4) 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 -

- ✚ This position is vital to the safe operation of JBA.
- ✚ This position has a great deal of responsibility to the students and the reputation of JBA.
- ✚ Please ask the Director or the Dean if you have any questions about the procedures described in this document, or the operation of the program in general.
- ✚ Nighttime Monitor expectations:
  - Keeping the unused floors of Ryle free from non-JBA persons.
  - Rounds (listed on schedule) and light checks.
  - Make sure students are not talking, listening to loud music, or out of their rooms after lights out.
  - Make sure external doors cannot be pushed open.
  - Post signs (activity lists, schedules, etc.) around the building if requested by ProStaff.
  - Follow the schedule as provided.
  - At 6:50 am, see that morning duty preceptors are awake, alert and enthusiastic.
    - If not awake by 6:55 am, please wake them or find a member of ProStaff if necessary.
  - At 7:10am, your shift ends and it is now time for your breakfast or to go to sleep.

## OPTIONAL RESPONSIBILITIES AND DUTIES -

- ✚ You may participate in JBA activities as much or as little as you would like. You are not required to participate in any of these, but are welcome to join in if you choose to:
  - Evening Activities
    - Be a team co-captain for the team activities.
    - Lead an activity for the evening.
  - Staff Meetings
    - Are optional for Night Monitors who are sleeping during this time (unless your presence is requested by the Director),
    - It is preferable for you to attend to be kept up to date when possible.

## GENERAL INFORMATION

- All ProStaff, Preceptors and Night Monitors live with students in the residence hall.
- JBA ProStaff, Preceptors and Night Monitors are representatives and employees 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.

## 2024 CONTRACT DATES

- Session I: June 5 – June 29, 2024; Session II: July 3 – July 27, 2024
- Preceptors **must** arrive to campus and be moved in at or before 12:00 pm on the session(s) date.
- Training will begin promptly after lunch.

## 2023 PROGRAM DATES

- Session I: June 8 – June 28, 2024; Session II: July 6 – 26, 2024

## *Night Monitor Job Description continued*

### COMPENSATION

- As of 2024 the Night Monitor salary is \$1500 per session plus room and board.
  - This amount includes all required trainings prior to the session beginning.
  - All staff have meal plans, however since you will likely be sleeping during some hours of operation in the cafeteria you may buy food to prepare in the hall kitchens, or you may eat out for lunch and dinner within a reasonable amount – ex: \$10.00 for lunch and \$15.00 for dinner.
    - For reimbursement, you will need to keep all receipts for any purchases and turn them in at the end of the session.
      - We cannot reimburse any amount without a legible receipt.
    - You will need to bring all of your receipts to MC 303 for reimbursement during normal summer office hours (M-Th 8 – 5 pm) or send an email to [jkomar@truman.edu](mailto:jkomar@truman.edu).
      - Please ensure these receipts are provided no later than two weeks after the end of your session(s).
      - You may also turn them in once per week to get a timelier reimbursement.

### Night Monitor Schedule

11:30pm	Check in at the Ryle Hall JBA office. Please make sure you have your cell phone (or one provided to you), and make sure duty preceptors have made their final rounds.
12:00am	Make rounds / ensure students are in their rooms
12:30am	Make rounds and do a light check to ensure lights are still out.
1:30am	Rounds.
2:30am	Rounds and final nightly lights check.
3:30am	Rounds.
4:30am	Rounds.
5:30am	Rounds.
6:30am	Rounds. Remind students that they may not leave their rooms before 7:00am.
6:50am	Duty preceptors take over.
6:55am	If duty preceptors are not awake, wake them or contact a ProStaff member.
7:00am	Off duty once a duty preceptor or ProStaff Member has taken over. *Students may now leave their rooms.

## ***Night Monitor Job Description continued***

### Tips for Night Monitors:

- When doing rounds, be sure to pay close attention after you have passed down a hall. Students will often be waiting for you to walk by before they make their move. Even doubling back will help.
- Students have been known to switch rooms at night just to “have some fun.” Don’t let this happen if possible.
- Notice rounds are every hour on the half hour. *Please vary these times to not always begin at the same time (so students are not expecting you).*
- Change your route/start down different hallways for each round
- Students will learn the routine if you do not change it up each time.