



## PRECEPTOR JOB DESCRIPTION AND INFORMATION

### Eligibility Requirements

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

- 1) Currently be a full-time student at Truman or May graduate, and
- 2) Have a minimum cumulative GPA of 3.0 **at the time of application** (*no exceptions are made to this minimum*).
- 3) Preferable, but not mandatory, 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

- a. Prepare a letter of interest which should include the skills you possess that will assist you when working with 15-18 year old high-ability students, your related work experiences, and why you are interested in the Healthcare Academy.
- b. Complete and submit the **online application** and provide us with your **letter of interest** and a **current resume** all together no later than.

The Institute for Academic Outreach will then contact you to schedule a time for your interview (see Part II, below). Scheduling your interview early will facilitate selection of an interview time that is most convenient to you.

### Part II – Interview

- a. A interview with the Dean of the ATSU-Truman Healthcare Academy.
  - a. Go over the above information to ensure understanding of expectations.
  - b. Asked what you can contribute to the Academy and what you might gain from the Academy?
  - c. Asked to react to scenarios that might occur as part of your work with the Academy.
  - d. Asked other questions and time for comments.

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### **Part III – Acceptance**

Within a few weeks of the interview, we will notify you of our decisions regarding your employment with the ATSU-Truman Healthcare Academy by email. Please reach out to us if you have not received an email as we will contact you either way.

For further information about the Academy, visit our website at <http://healthcareacademy.truman.edu>. If you have any questions about the application process, feel free to contact us at [hca@truman.edu](mailto:hca@truman.edu).

#### **I. BEFORE THE ACADEMY**

- a. **Required** to participate in a training session once moved in prior to the first day of the academy.
- b. **Required** to complete van training with the Department of Public Safety on campus (if eligible).
- c. **Required** to complete CPR & First Aid training prior to their arrival for their respective program.  
***NOTE:** In the event that you do not show-up for your CPR/First Aid training, you will be required to pay for your cancelled spot and this charge may exceed \$60 per cancellation or pay for your own certification.*
- d. **Required** to complete a background check through Truman's Human Resources Department.

#### **NOTICE:**

- It is mandatory that you complete all of the requirements listed above by the set deadlines to prevent losing your employment.

e. Assist the directors with arrival preparations.

#### **II. DURING THE ACADEMY**

*Preceptors' responsibilities lie in three basic areas:*

##### **a. Classroom**

- i. Assist directors and/or faculty members with each session.
- ii. Assist students in getting the maximum benefit from classroom time.

##### **b. Resident Counselor**

- i. Serve as a role model for students.
- ii. Develop relationships with students.
- iii. Be a resource person for students.
- iv. Be alert to problems students may reveal.
- v. Enforce curfews, lights out, and other Academy regulations.

##### **c. Staff**

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- i. Report to the Directors of the Academy.
- ii. Attend staff meetings.
- iii. Assist students during check in, orientation and check out.
- iv. Work together with other staff members for the benefit of the students.
- v. Operate university vehicles as necessary (university training provided and students must have cleared a background check).
- vi. The Director(s) and Dean may assign additional duties during the Academy.

### **III. AFTER THE ACADEMY**

- a. Are responsible for assisting the Directors with clean up and storing all of the academy materials.

### **IV. GENERAL INFORMATION**

- a. **Being an ATSU-Truman Healthcare Academy staff member is a 24 hour-a-day commitment.**
  - i. Preceptors may ***not*** leave during the academy for weddings, appointments, errands or family events, etc.
    - 1. Even at night, when students are asleep, preceptors are expected to conduct themselves professionally and be prepared to respond to any crises on demand.
- b. Preceptors live fulltime with students in the residence hall.
- c. All Academy employees are representatives of *Truman State University* and are expected to act in a manner befitting this responsibility, even when not directly interacting with students, including:
  - i. All applicable policies of the university,
  - ii. Laws of the local, state, and federal government,
  - iii. Exercise common sense and good judgment,
    - 1. Employees will be expected to refrain from making statements or engaging in activities which are inappropriate for teenagers/underage students,
    - 2. Would violate university policies of sexual harassment and anti-discrimination, or
    - 3. Would in any way serve to make an Academy participant feel excluded from participation in all aspects of the Academy experience.
- d. The ATSU-Truman Healthcare Academy is meant to be an engaging learning experience that encourages open minds, honest debate over controversial issues, and free expression.
  - i. An essential element to encouraging free expression is fostering a non-coercive environment with respect to issues of politics and religion.
  - ii. However, the Academy is not an appropriate forum for employees (as a preceptor you are an employee) to actively *advocate* acceptance of, or adherence to, their personal or religious or political viewpoint – regardless of the perspective from which it comes.

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- iii. An important element of the Academy 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.

e. CONTRACT DATES

- i. Preceptors are employed two days prior to the Session and end the evening of the final day of the session. Please refer to the dates provided for the respective year of employment.
- ii. The preceptor salary is a \$575 flat, stipend rate of pay for the session plus room and board.  
\*This amount includes all required training prior to the session beginning. When including training, room, and board, it is a total package of approximately \$850.