



# Preceptor Employment Information New Applicant

## **\*Eligibility Requirements**

To apply for a preceptor position, you must:

- 1) Currently be a full-time student at Truman or recent graduate,
- 2) Have a minimum cumulative GPA of 3.0 **at the time of your application**,
- 3) Be supportive of the University goals,
- 4) Responsible individual with a strong work ethic,
- 5) Enjoy working with high-ability teenage students,
- 6) Be high-energy individual, and
- 7) It is preferable, but not mandatory, that you hold a current driver's license.

***\*If you do not meet these criteria, please contact [jba@truman.edu](mailto:jba@truman.edu) to discuss.***

## **Part I -- Application Materials**

- 1) You should prepare and submit a letter of interest which should include:
  - a. the skills you possess that will assist you when working with 13–15-year-old high-achieving students,
  - b. your related work experiences, and
  - c. why you are interested in the Joseph Baldwin Academy.
- 2) Complete the online application for new preceptors,
- 3) On the application you will be asked for a current or former faculty member that we may send a recommendation form to.



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## Part II – Interview – to be held January 31, 2025 or February 1, 2025

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

- + Why you want to work for the Academy,
- + 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,
- + We will explain the schedule and ask how you feel about the long hours, and
- + What skills do you have for the course(s) you are interested in precepting for.

Within two weeks of your interview, we will notify you **by email** of the decision regarding your potential employment. If you have not heard back within this time frame, please feel free to contact us to ensure the email was not lost or has been sent to your spam. We will contact all applicants about our decision, 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)

*PLEASE CONTINUE BELOW TO THE JBA JOB DESCRIPTION*



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## Preceptor Job Description

### BEFORE THE ACADEMY

*Each requirement listed below must be completed PRIOR to your arrival for the first day of your employment.*

*You may not move into your residence hall housing until it is confirmed by the Academy office that each requirement has been met.*

*Failure to meet these requirements listed below may result in termination of employment.*

- 1) All Preceptors (returning & new) are **required** to attend orientations provided. It may be necessary to have this in person, however it is expected to be virtual.
- 2) Participate in intensive **required** training sessions once you move into Ryle for your session.
- 3) All Preceptors that have a driver's license and a clean driving record are **required** to complete van training with the Department of Public Safety on campus. This is to be able to operate any of the university vehicles that we utilize for JBA. It is not expected that all staff will drive students, however it is important to have all staff trained, in the event of an emergency or extreme need for a driver.
  - a. Training is only required to be completed one time. Once completed, you do not have to renew your certification.
- 4) Complete a background check - You will receive an email from HR that provides the information about the company that will be contacting you for this **required** process to be completed.
- 5) All Preceptors are **required** to attend CPR/AED **and** First Aid training prior to arrival for your session. These must be updated every two years.
  - a. Dates are scheduled in the spring for training that is paid for directly by the academy office.



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- b. If you cannot attend any of these sessions, you will need to obtain certification prior to your session and submit your certification.
- c. Each of these items listed below are required for reimbursement:
  - i. Reimbursement is only available if you are unable to attend a session due to a scheduling conflict,
  - ii. You must submit your receipt to the academy office, with a copy of your certification, before the academy begins, and
  - iii. If you were unable to attend a session you had scheduled, you must have provided the academy office no less than 24 hours in advance of the session.

PLEASE NOTE THAT THESE ARE TWO DIFFERENT CERTIFICATIONS AND BOTH ARE REQUIRED – First Aid **and** CPR/AED

*PLEASE CONTINUE BELOW:*



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## DURING THE ACADEMY PRECEPTORS FILL EACH OF THESE ROLES:

### 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

- 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.
- The Director and Dean may assign additional duties during the Academy.
- Preceptors report to the Directors and ultimately the Dean of the Academies.



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## GENERAL INFORMATION

- Preceptors live with students in the residence hall in a single suite with a bathroom shared with another staff member.
- **As of 2025 the preceptor salary is \$2,300 per session plus, trainings, room and board (this equates to a package of approximately \$3,750).**
- One morning, afternoon, and evening off will be scheduled for all staff members.
- **Being a JBA staff member is a 24 hour-a-day commitment.**
  - Preceptors may **not be enrolled** in summer classes that are held during the Academy.
    - Attending an in-person course is not possible during JBA
    - Time for an on-line class is extremely limited, therefore it is not possible to both work for JBA and maintain an on-line course.
  - Preceptors that must attend any on campus summer programs, such as conditioning, must be able to do so prior to morning duties and/or during your scheduled time off.
  - Leaving the academy, beyond your scheduled times off, must be approved in advance of the academy, by both the Dean and Director.

*Each of these possible exceptions is limited and are not guaranteed.*

- 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 as determined by the University / JBA Offices,
- Would violate university policies of sexual harassment and/or anti-discrimination, or
- Would in any way serve to make an Academy participant or staff member



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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, religion, identity, etc., therefore:
  - JBA students and staff are provided the opportunity to attend the religious services of their choice during the times offered by their choice of venues,
  - 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.

### 2025 CONTRACT DATES

- Session I: June 4 – June 28, 2025; Session II: July 2 – July 26, 2025
- Preceptors **must** arrive on campus **and** be moved in before 12:00 pm on June 4 & July 2.
- Introductions and trainings begin promptly at noon.

### 2024 PROGRAM DATES – Academy Student Schedule

- Session I: June 7 – June 27, 2025; Session II: July 5 – 25, 2025
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