Preceptor Employment Information
RETURNER

***Eligibility Requirements**

To apply for a preceptor returner position, you must:

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

If you do not meet any of these criteria, please contact the Dean, Michelle Wilson at mwwilson@truman.edu to discuss.

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 sign up for an interview.

However, we may request to schedule a time to visit with you if we have any questions.

- If we do not request an interview time and you have not yet received communication from us in your primary email, spam, or Barracuda email by

Preceptor Employment Information
RETURNER

the end of February, please contact us.

We <u>will</u> 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

PLEASE CONTINUE BELOW TO THE JBA JOB DESCRIPTION

Preceptor Employment Information
RETURNER

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 <u>not</u> 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 **<u>required</u>** to attend orientations provided.

2) Participate in intensive **<u>required</u>** 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 **<u>required</u>** 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 **<u>required</u>** process to be completed.

5) All Preceptors are **<u>required</u>** to attend CPR/AED **<u>and</u>** 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.
    b. If you cannot attend any of these sessions, you will need to obtain certification prior to your session and submit your certification.

Preceptor Employment Information
RETURNER

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 notified the academy office of your absence 24 hours in advance of the scheduled session.

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

PLEASE CONTINUE BELOW :

Preceptor Employment Information
RETURNER

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 rules, regulations, and expectations.

Classroom

•Assist faculty members with instruction each day.

•Provide classroom management in conjunction with your faculty mentor.

•Lead and oversee student work during study hall.

After the Academy

•Session I: responsible for cleaning up and preparing materials for Session II.

•Session II: responsible for cleaning/packing up/assisting with storage of all materials.

Staff

•Attend all orientation and trainings.

•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.

Preceptor Employment Information
RETURNER

GENERAL INFORMATION

- Preceptors live in the same halls as students in Ryle Hall in a single suite with a bathroom shared with another staff member.

- **As of 2026 the preceptor salary is $2,450 per session plus, trainings, room and board (this equates to a package of approximately $4,000).**

- One morning, afternoon, and evening off will be scheduled for all staff members per week.

- **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 athletic 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 IN ADVANCE.

    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

Preceptor Employment Information
RETURNER

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.

2026 CONTRACT DATES – All dates below are mandatory

- Session I: Wednesday, June 3 – Saturday June 27, 2026;
- Session II: Thursday, July 2 – Sunday, July 26, 2026

- Preceptors **must** arrive on campus **and** be moved in before NOON on 6/3 & 7/2.
- Introductions and trainings begin promptly at noon.

- Spring Orientation: Date TBD – Will be held in April 2026

2026 PROGRAM DATES – Academy Student Schedule

- Session I: Saturday, June 6 – Friday, June 26, 2026;
- Session II: Sunday, July 5 – Saturday, July 25, 2026.