



## PRECEPTOR JOB DESCRIPTION AND INFORMATION

### **\*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 teenage students, and
- 6) Be high-energy individual.

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

### **Part II – Interview**

- a. An 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 why you want to work with the Academy,
  - d. Asked to react to scenarios that might occur as part of your work with the Academy, and
  - e. Possibly asked other questions, along with time for questions.

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### **Part III – Acceptance**

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://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).

### **General Information**

#### **BEFORE THE ACADEMY**

- 1) All Preceptors (returning & new) are **required** to attend orientations provided.
- 2) Participate in **required** training sessions once you move into West Campus with the Academy Directors.
- 3) Assist the Academy Director(s) with set up prior to the academy and tear down at the end.
- 4) All Preceptors are **required** to attend CPR/AED & First Aid training prior to arrival. These must be updated every two years.
  - a. Dates are scheduled in the spring for training that is paid 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.
    - i. Reimbursement is only available if you are unable to attend a session,
    - ii. Submit your receipt to the office with 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 no less than 24 hours in advance of the session.
- 5) 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.

**All requirements must be completed by PRIOR to arrival for the first day of your employment. Failure to do so may result in termination of employment.**

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**I. DURING THE ACADEMY**

*Preceptors' responsibilities lie in three basic areas:*

**a. Classroom**

- i. Assist directors and/or faculty members
- 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**

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

**II. AFTER THE ACADEMY**

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

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### III. 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 posted and scheduled dates provided for the respective year of employment.
- ii. The preceptor salary is a \$675 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 \$1,270.