



Staff – Night Monitor Application Process

Congratulations on being selected as a staff member for the 2018 Joseph Baldwin Academy! These sheets are to assist you in the application process.

Eligibility Requirements

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

- 1) currently be a full-time student at Truman or have graduated from Truman in the last two years, and if a current student,
- 2) have a minimum cumulative GPA of 3.0 **at the time of application (no exceptions are made to this minimum floor).**

JBA staff members are expected to be supportive of the University goals, responsible, enjoy working with high-ability teenage students, and be high-energy individuals.

Application Materials

You will need to complete the online application Applications should be completed no later than **Friday, February 1, 2019.**

For further information about the Academy, visit our website at <http://jba.truman.edu>. If you have any questions about the application process, feel free to contact our office (tiacademies@truman.edu).

Hiring Requirements

JBA staff members are **required** to attend orientation during the spring. As Night Monitor you will also be **required** to attend CPR & First Aid training prior to your arrival for JBA. If JBA staff members are not current Truman students, they may get their CPR & First Aid training on their own and be reimbursed. A confirmation of the certification and a receipt must be provided to our office before JBA begins.

It is also important that all staff complete a criminal background check with fingerprinting. Information on how to complete the background check and fingerprinting will be included in your hiring packet and paid for by JBA.

Specific dates will be scheduled for you for these training sessions and you will be notified of the dates with your hiring packet. **It is very important for you to attend the training sessions that you sign up for.** **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. This charge may exceed \$60 per cancellation. **If you do not complete all of the trainings by the set deadlines, you may risk losing employment.**

SUMMARY OF THE POSITION

This position is vital to the safe operation of JBA. You have a great deal of responsibility to the students and the reputation of JBA. Please ask the Director if you have any questions about the procedures described in this document, or the operation of the program in general. On occasion you may need to communicate with the administrative staff who are sleeping while you are on duty. For non-crisis situations there are mailboxes in the office if you need to leave messages. In the event a situation arises that requires the immediate attention of administrative staff, call the Director (Andrew Peake) or the Assistant Director (x_TBA_). Generally speaking it will be up to the Administrative Staff to contact the Dean, if the situation warrants it. However, if an unusual circumstance warrants direct contact with the Dean, he may be reached on his cell at (x TBA).

This document details the procedures you should employ in your routine duties.

BEFORE THE ACADEMY

- ◆ The Night Monitor is required to attend orientation during the spring and participate in several days of training prior to the Academy session.

DURING THE ACADEMY

- ◆ Keeping 3rd, 4th, and 5th floor 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.
- ◆ Make sure doors cannot be pushed open. They automatically lock, but can be taped open.
- ◆ Spot check for towels covering bottom of door. (use a hangar)
- ◆ Post signs (activity lists, schedules, etc.) around the building if needed.
- ◆ Follow the schedule as detailed on the next page.
- ◆ Keep track of sign-in times. (this keeps preceptors honest)
- ◆ At 6:50 am, see that duty preceptors are alive, awake, alert and enthusiastic.
- ◆ If not awake by 6:55 am, please wake the duty preceptors up or find a Director.
- ◆ At 6:55 am, please roam the fifth floor for any students who may leave their rooms early.
- ◆ At 7:10am, your shift ends and you may eat breakfast or go to sleep.
- ◆ **Report all infractions in the form of a document.**

OPTIONAL RESPONSIBILITIES AND DUTIES

- ◆ Be a team co-captain for the team activities.
- ◆ If you would like to lead an activity for the evening, see the Activities Directors.
- ◆ Staff Meetings are generally not required (unless your presence is requested by the Director), but you are welcome to attend.

GENERAL INFORMATION

- ◆ The Night Monitor will live with staff, preceptors and students in the residence hall.
- ◆ The salary is \$1100 per session plus room and board.
- ◆ The Night Monitor may not be enrolled in summer classes during the Academy.
- ◆ The Night Monitor is a representative of Truman State University and is expected to act in a manner befitting this responsibility.
- ◆ You will not be given a meal plan since you will be asleep during open hours of the cafeteria. You're welcome to charge your breakfast in the cafeteria if you choose to eat before going to bed. You are allowed to buy food or eat out for lunch and dinner within a reasonable amount, \$5.00-\$7.00 for lunch and \$10.00 for dinner. **You will need to keep all receipts and turn them in at the end of the session to be reimbursed. You will need to bring all of your receipts to MC 303 for reimbursement.**
- ◆ JBA staff members 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 that 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. An essential element to encouraging free expression is fostering a non-coercive environment with respect to issues of politics and religion. 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 and honest 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 or 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.

CONTRACT DATES

- ◆ Session I: June 5 – 30, 2019; Session II: July 3 – 28, 2018
- ◆ The Night Monitor **must** arrive and be moved in by 12:00 pm on June 5 & July 3.
- ◆ Training will begin after lunch.

PROGRAM DATES

- ◆ Session I: June 8 – 29, 2019; Session II: July 6 – July 27, 2019

Night Monitor Schedule

12:00am - On Duty. Get phone from JBA office (keep it with you in the third-floor lounge), make sure you have your cell phone, and make sure duty preceptors have made their final rounds.

12:30am - Make rounds and do a light check.

1:30am - Rounds.

2:30am - Rounds and light check.

3:30am - Rounds.

4:30am - Rounds.

5:30am - Rounds.

6:30am - Rounds. Make sure no students leave their rooms before 7:00am.

6:50am - Duty preceptors take over.

6:55am - If duty preceptors are not awake, wake them or find a Director.

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. Students have been known to switch rooms at night just to “have some fun.” Don’t let this happen if at all possible. Also, notice rounds are every hour on the half hour. Please vary these times. Do not start your rounds at each half hour and start down different hallways for each round.

