

# Taiwan at Truman

## Preceptor Job Description

\*\*In 2019 only female students will be visiting from Taiwan. Thus, we only anticipate needing female preceptors for this program. However, the program alternates genders each year. Interested men should indicate their interest on the application for future reference.

### Eligibility Requirements

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

- 1) currently be a full-time student at Truman, and
- 2) have a minimum cumulative GPA of 3.0 **at the time of application**.

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

You should prepare a letter of interest which should include the skills you possess that will assist you when working with 12-18 year-old high-ability students from China/Taiwan, your related work experiences, and why you are interested in these programs. You will also need to complete the online application and provide us with a current resume. The application should be completed no later than **Monday, February 25, 2019**. Our office will contact each applicant to schedule an in-person interview.

### Part II -- Interview

The second part of the application process is an interview with Jared Young, Coordinator of Summer Academies. During the approximately twenty- minute interview, you will be asked, among other things, what you can contribute to the Academy and what you might gain from the Academy. You will also be asked to react to scenarios that might occur as part of your work with the Academy. Within a few weeks of the interview, we will notify you of the decision regarding your employment with the Academy by email.

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

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## BEFORE THE ACADEMY

Preceptors are **required** to attend orientation during the spring. Preceptors will also participate in an intensive training session once they move in.

Preceptors will be **required** to complete van training with the Department of Public Safety on campus and attend CPR & First Aid training prior to their arrival for their respective program. Specific dates will be scheduled for you for these training sessions and you will be notified of the dates with your hiring packet. **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.

Preceptors will be required to complete a background check and have fingerprinting done. Specific dates will be set for this and you will be notified of the dates with your hiring packet. It is important that this requirement be completed by the deadline so that the University can receive the report back prior to your contract start date.

**If you do not complete all of the requirements listed above by the set deadlines, you may risk losing employment.**

## DURING THE ACADEMY

Preceptors' responsibilities lie in three basic areas:

### Classroom

- ◆ Assist faculty members with instruction each day.
- ◆ Assist students in getting the maximum benefit from classroom and activity time.
- ◆ Oversee student work during informal work time, such as when preparing projects.

### 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 other Academy regulations.

### Staff

- ◆ Report to the Director of the Academy.
- ◆ Attend daily staff meetings.
- ◆ Work together with other staff members for the benefit of the students.
- ◆ Preceptors, in teams or individually, help lead thematic or fun activities each evening.
- ◆ Seek student input for ideas and development of activities.
- ◆ Operate university vehicles as necessary (university training will be provided and students **must** clear a background check).
- ◆ Assist students during orientation.
- ◆ Assist on first and last days with transportation to and from the Kansas City and Kirksville airports
- ◆ The Director and Dean may assign additional duties during the Academy.

## AFTER THE ACADEMY

- ◆ Preceptors will be responsible for cleaning up and storing of all materials.

## GENERAL INFORMATION

- ◆ Preceptors live with students in the residence hall and in hotels when off campus (in staff-only rooms).
- ◆ The preceptor salary is \$1,800 for a five-week term of service. Individuals wishing to be designated as the “Student Director” (Head Preceptor) for Taiwan at Truman may be considered for higher salary amounts with higher responsibilities.
- ◆ **Being a staff member is a 24 hour-a-day commitment.** Preceptors may **not** be enrolled in summer classes during these programs or allowed to leave during these programs for weddings or any other family events. Even at night, when students are asleep, they will be expected to conduct themselves professionally and be prepared to respond to crises on demand.
- ◆ 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, 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.
- ◆ These programs are 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. 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, and are encouraged to have open and honest dialog throughout the week-long learning experience. However, these programs are 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 these experiences 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

- ◆ Typically preceptors move in two days before the students arrive and then move out the day after the students go home. These dates will be confirmed once the camp dates are set.
- ◆ Preceptors **must** be moved in by 12:00 pm on the date designated as “Staff Move-In Day.”
- ◆ Training begins after lunch.

## PROGRAM DATES

- ◆ At this time, program dates have not been set. The program normally begins the last week of June – the last day of July.

