

# Taiwan at Truman – Night Monitor Job Description

## **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).**

Taiwan at Truman 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, January 31, 2020**. Our office will contact each applicant to schedule an in-person interview.

If you have any questions about the application process, feel free to contact our office ([tiacademies@truman.edu](mailto:tiacademies@truman.edu)).

## **Hiring Requirements**

Taiwan at Truman 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 Taiwan at Truman. If Taiwan at Truman 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 Taiwan at Truman 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 Taiwan at Truman.

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 Taiwan at Truman. You have a great deal of responsibility to the students and the reputation of Taiwan at Truman. 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 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.

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 training prior to the Academy session.

## DURING THE ACADEMY

- ◆ Keeping floor of residents free from non-Taiwan at Truman 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 preceptors/director.
- ◆ 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.**
- ◆ Taiwan at Truman 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.

### **CONTRACT DATES**

◆ Late June through July – Specific Dates TBA based on Taiwan Scheduling

## **Night Monitor Schedule**

11:00pm - On Duty. Make Rounds and do a light check

12:00am - Make rounds and do a light check.

1:00am - Rounds.

2:00am - Rounds and light check.

3:00am - Rounds.

4:00am - Rounds.

5:00am - Rounds.

6:00am - 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.