



JBA, Jr. Preceptor Job Description and Application Information

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** (*no exceptions are made to this min*).
- 3) Preferable, but not mandatory, have a current driver's license and have a good driving record.

****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

- a. Prepare a letter of interest which should include the skills you possess that will assist you when working with elementary age students, your related work experiences, and why you are interested in JBA, Jr.
- b. Complete and submit the **online application** and provide us with your **letter of interest** and a **current resume** all together no later than **Friday, January 28, 2022.**

The Institute for Academic Outreach will then contact you to schedule a time for your interview with the Dean and Director of the Academy (see Part II, below). Scheduling your interview early will facilitate selection of an interview time that is most convenient to you.

Part II – Interview

- a. An Interview with the JBA, Jr. Director, and Michelle Wilson, Coordinator of the Summer Academies and Dean of JBA, Jr.
 - 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 to react to scenarios that might occur as part of your work with the Academy.
 - d. Asked other questions and time for comments.

Part III – Acceptance

Within a few weeks of the interview, we will notify you of our decisions regarding your employment with the Academy by email.

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

I. BEFORE THE ACADEMY

- a. **Required** to attend orientation during the spring and will also participate in an intensive training session once they move in.
- b. **Required** to complete van training with the Department of Public Safety on campus.
- c. **Required** to complete CPR & First Aid training prior to their arrival for their respective program. **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 and this charge may exceed \$60 per cancellation.
- d. **Required** to complete a background check and have fingerprinting done. **NOTE:** This must be completed by the stated deadline in your hiring packet so that the University receives the report back prior to your contract start date.

NOTICE:

- **You will be notified within your hiring packet of the orientation date and when available dates for trainings are available.**
- **It is mandatory that you complete all of the requirements listed above by the set deadlines to prevent losing your employment.**

II. DURING THE ACADEMY

Preceptors' responsibilities lie in three basic areas:

a. **Classroom**

- ◆ Assist instructors with activities each day.
- ◆ Assist students in getting the maximum benefit from the Academy.

b. **Resident Counselor**

- ◆ Manage daily student check-in/out operations
- ◆ Encourage staff and student interaction.
- ◆ Serve as a role model for students.
- ◆ Be a resource person for students.
- ◆ Be alert to problems students may reveal.
- ◆ Enforce Academy regulations/expectations.
- ◆ Responsible for assisting in clean up daily
- ◆ Responsible for assisting in storing all of the academy materials at the end of the week.

c. **Staff**

- ◆ Report to the Director or Dean of the Academy.
- ◆ Attend daily staff meetings.
- ◆ Work together with other staff members for the benefit of the students.
- ◆ Operate university vehicles as necessary (university training will be provided and students **must** clear a background check).
- ◆ The Director and Dean may assign additional duties during the Academy.

III. GENERAL INFORMATION

- a. **Being a JBA, Jr. staff member is a 24 hour-a-day commitment.**

- i. Preceptors may ***not*** be enrolled in summer classes during their scheduled Academy
 - ii. May not leave during JBA for weddings, appointments, errands or family events, etc. during the scheduled student contact hours.
- b. Preceptors live fulltime in the residence hall during their scheduled session.
- c. All JBA, Jr. 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 children,
 - 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.
 - iv. The Academy is meant to be an engaging learning experience. Employees who cannot maintain an appropriate level of neutrality with respect to any controversial issues during their period of employment should not apply for this position.

d. CONTRACT DATES

- i. Preceptors are employed for July 9 – 16, 2022
 - 1. MUST arrive and be completely moved in by noon on July 9
 - a. Training begins immediately following lunch.
 - 2. Program dates with students: July 11 – July 15, 2022
- e. **The preceptor salary is a \$450 flat, contracted rate per session plus room and board.**
 - i. **This amount includes all required trainings prior to the session beginning.**