



# JBA Preceptor Job Description and Application Instructions

## 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 13-15 year old high-ability students, your related work experiences, and why you are interested in the Joseph Baldwin Academy.
- 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. A twenty minute Interview with Connor Maguire, Director, and Michelle Wilson, Coordinator of the Summer Academies and Dean of the Joseph Baldwin 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 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 Joseph Baldwin Academy by email. In some instances, candidates may be placed on an alternate list for classes with anticipated high enrollments. In these instances you may not be informed of your employment until later in the spring semester.

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 us at [tiacademies@truman.edu](mailto: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 faculty members with instruction each day.
- ◆ Assist students in getting the maximum benefit from classroom time.
- ◆ Oversee student work during study hall.

### b. **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.

### III. AFTER THE ACADEMY

- a. Preceptors Session I
  - ◆ Are responsible for cleaning up and preparing materials/set up for Session II
- b. Preceptors Session II
  - ◆ Are responsible for cleaning up and storing all of the academy materials.

### IV. GENERAL INFORMATION

- a. **Being a JBA 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.
    - 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. Weekly time off will be scheduled for each preceptor during the Academy.
- d. All JBA 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.
- e. The Joseph Baldwin 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. 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.
  - iii. However, JBA 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.
  - iv. 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.

**f. CONTRACT DATES**

- i. Preceptors employed for – **Session I:** June 8 – July 3, 2022
    - 1. MUST arrive and be completely moved in by noon on June 8
      - a. Training begins immediately following lunch.
    - 2. Program dates with students: June 11 – July 2, 2022
  
  - ii. Preceptors employed for – **Session II:** July 6 – July 30, 2022
    - 1. MUST arrive and be completely moved in by noon on July 6
      - a. Training begins immediately following lunch.
    - 2. Program dates with students: July 9 – July 30, 2022
- g. The preceptor salary is a \$1750 flat, contracted rate per session plus room and board.**
- i. **This amount includes all required trainings prior to the session beginning.**