



Night Monitor Application Process

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 minimum*).
- 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. 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.*
- 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

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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

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 or the Dean if you have any questions about the procedures described in this document, or the operation of the program in general.

- a. Nighttime expectations:
 - i. Keeping the unused floors of Ryle free from non-JBA persons. Rounds (listed on schedule) and light checks.
 - ii. Make sure students are not talking, listening to loud music, or out of their rooms.
 - iii. Make sure doors cannot be pushed open. They automatically lock, but can be taped open.
 - iv. Spot check for towels covering bottom of door. (use a hangar)
 - v. Post signs (activity lists, schedules, etc.) around the building if needed.
 - vi. Follow the schedule as detailed on the next page.
 - vii. Keep track of sign-in times.
 - viii. At 6:50 am, see that duty preceptors are alive, awake, alert and enthusiastic.

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- ix. If not awake by 6:55 am, please wake the duty preceptors up or find the Director or ProStaff.
- x. At 6:55 am, please roam the unused floors for any students who may leave their rooms early.
- xi. At 7:10am, your shift ends and you may eat breakfast or go to sleep.
- xii. **Report all infractions in the form of a document.**

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- b. On some occasions you may need to communicate with the administrative staff who are sleeping while you are on duty.
 - i. For non-crisis situations there are mailboxes in the office if you need to leave messages.
 - ii. In the event a situation arises that requires the immediate attention of administrative staff, call:
 - 1. Director (Connor Maguire) or
 - 2. Assistant Director (TBA).
 - 3. 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, she may be reached on her cell.

III. OPTIONAL RESPONSIBILITIES AND DUTIES

- a. Evening Activities
 - i. Be a team co-captain for the team activities.
 - ii. Lead an activity for the evening, see the Activities Directors.
- b. Staff Meetings
 - i. Are optional for Night Monitors (unless your presence is requested by the Director), but you are welcome to attend.

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.
- b. Night Monitors / Preceptors live fulltime with students in the residence hall.
- c. 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

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3. Would in any way serve to make an Academy participant feel excluded from participation in all aspects of the Academy experience.
- d. 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.

e. 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
- f. The night monitor salary is a \$1300 flat, contracted rate per session plus room and board.**
- i. **This amount includes all required trainings prior to the session beginning.**
 - ii. **You will not be given a meal plan since you will be asleep during open hours of the cafeteria.**
 1. **You're welcome to charge your breakfast in the cafeteria if you choose to eat before going to bed.**
 2. **If you happen to be awake during any mealtimes, you are welcome to charge your meals.**
 3. **Or, you are allowed to buy food to prepare or eat out for lunch and dinner within a reasonable amount – ex: \$5.00-\$7.00 for lunch and \$10.00 for dinner.**
 4. ***You will need to keep all receipts for any purchases 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.***

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Night Monitor Schedule

11:30pm	Pick up phone from the Ryle Hall JBA office (keep it with you), make sure you have your cell phone, and make sure duty preceptors have made their final rounds.
12:00am	Make rounds / ensure students are in their rooms
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. Students may not 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.
7:00am	Off duty once duty preceptors have taken over. Students are now allowed out of rooms.

- 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.
- Notice rounds are every hour on the half hour. *Please vary these times.*
- Change your route/start down different hallways for each round
- Students will learn your routine if you do not change it up each time.