



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 2.5.

OR a recent Truman State University graduate.

****If you do not meet these criteria, please contact jba@truman.edu regarding your status.***

Preceptors are expected to be supportive of the University goals, responsible individual, enjoy working with elementary age students, and be high-energy individuals.

Part I -- Application Materials

Complete and submit the **online application** and provide us with your **current resume**.

The Institute for Academic Outreach will then contact you to schedule a time for your interview with the Dean 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 Dean of Summer Academies.
 - a. Brief review of JBA, Jr. to ensure understanding of program and position 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. Time for questions and comments.

Part III – Acceptance

Within 1-2 weeks of the interview, we will notify you of the decision regarding your employment **by email**. Please be sure to contact us if you have not heard back within approximately two weeks to ensure the email was not lost or went to your spam folder. We will reach out about the position whether it is to offer employment or let you know we cannot offer you a position at this time.

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

Expectations for Employment

I. BEFORE THE ACADEMY

- a. **Required** to complete CPR & First Aid training prior to arrival for their respective program.
- b. **Required** to complete a background check.
- c. **Attend** a training meeting prior to the first day of the program, typically held via zoom.

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.
- ◆ Lead small group activities during free time as needed.
- ◆ 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.
- ◆ Some staff members will lead activities / whole group activities
- ◆ The Dean may assign additional duties during the Academy.

III. GENERAL INFORMATION

- a. Preceptors may not leave campus and/or JBA, Jr. for outside commitments during the scheduled student contact hours.
- b. 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.

c. CONTRACT DATES

- i. JBA, Jr. Preceptors are employed July 20 – 25, 2025
 1. July 20, 2025, will involve a training – time is TBA
 2. Program dates with students: July 20 – July 25, 2025

d. COMPENSATION

The preceptor salary is a \$500 flat, contracted rate per session.