



# Night Monitor Employment Information

## **\*Eligibility Requirements**

To apply for a preceptor position, you must:

- 1) Currently be a full-time student at Truman or recent graduate,
- 2) Have a minimum cumulative GPA of 3.0 **at the time of your application**,
- 3) Be supportive of the University goals,
- 4) Responsible individual with a strong work ethic,
- 5) Enjoy working with high-ability teenage students,
- 6) Be high-energy individual, and
- 7) It is preferable, but not mandatory, that you hold a current driver's license.

***\*If you do not meet these criteria, please contact [jba@truman.edu](mailto:jba@truman.edu) to discuss.***

## **Part I -- Application Materials**

- 1) You should prepare and submit a letter of interest which should include:
  - a. the skills you possess that will assist you when working with 13–15-year-old high-achieving students,
  - b. your related work experiences, and
  - c. why you are interested in the Joseph Baldwin Academy.
- 2) Complete the online application for new preceptors,
- 3) On the application you will be asked for a current or former faculty member that we may send a recommendation form to.



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## Part II – Interview

The second part of the application process is an interview with the Dean and Director of JBA. During the approximately twenty-minute interview, you will be asked, among other things:

- + Why you want to work for the Academy,
- + What you can contribute to the Academy,
- + What you might gain from the Academy,
- + Your reaction to scenarios that might occur as part of your work with the Academy,
- + We will explain the schedule and ask how you feel about the long hours, and
- + What skills do you have for the course(s) you are interested in precepting for.

Within two weeks of your interview, we will notify you **by email** of the decision regarding your potential employment. If you have not heard back within this time frame, please feel free to contact us to ensure the email was not lost or has been sent to your spam. We will contact all applicants about our decision, 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 <http://jba.truman.edu>. If you have any questions about the application process or employment, feel free to contact us 660-785-5384 or via email: [jba@truman.edu](mailto:jba@truman.edu)

*PLEASE CONTINUE BELOW TO THE JBA JOB DESCRIPTION*



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### BEFORE THE ACADEMY

- 1) All Preceptors (returning & new) are **required** to attend orientations provided. It may be necessary to have this in person, however it is intended to be virtual.
- 2) Participate in intensive **required** training sessions once you move into Ryle for your session.
- 3) All Preceptors that have a license and are willing to transport students in university vehicles are **required** to complete van training with the Department of Public Safety on campus. This is only required to be completed one time. Once completed, you do not have to renew your certification.
- 4) All Preceptors are **required** to attend CPR/AED & First Aid training prior to arrival for your session. These must be updated every two years.
  - a. Dates are scheduled in the spring for training that is paid directly by the academy office.
  - b. If you cannot attend any of these sessions, you will need to obtain certification prior to your session and submit your certification.
    - i. Reimbursement is only available if you are unable to attend a session,
    - ii. Submit your receipt to the office with your certification before the academy begins, and
    - iii. If you were unable to attend a session you had scheduled, you must have notified the academy office no less than 24 hours in advance of the session.
- 5) Complete a background check - You will receive an email from HR that provides the information about the company that will be contacting you for this **required** process to be completed.

**All requirements must be completed by PRIOR to arrival for the first day of your employment. Failure to do so may result in termination of employment.**



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### DURING THE ACADEMY -

- ✚ This position is vital to the safe operation of JBA.
- ✚ This position has a great deal of responsibility to the students, staff, 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.
- ✚ Nighttime Monitor expectations include, but are not limited to:
  - Keeping Ryle free from non-JBA persons.
  - Rounds/schedule (listed on schedule) and light checks.
  - Make sure students are not talking, listening to loud music, or out of their rooms after lights out.
  - Make sure external doors cannot be pushed open.
  - Post signs (activity lists, schedules, etc.) around the building if requested by ProStaff.
  - At 6:50 am, see that morning duty preceptors are awake, alert, and enthusiastic.
    - If not awake by 6:55 am, please wake them or contact a member of ProStaff if necessary.
  - At 7:10am, your shift ends. You may now have breakfast or head to bed.

### OPTIONAL RESPONSIBILITIES AND DUTIES -

- ✚ You may participate in JBA activities as much or as little as you would like. You are not required to participate in any of these, but are welcome to join in if you choose to:
  - Evening Activities
    - Be a team co-captain for the team activities.
    - Lead an activity for the evening.
    - Interact as you want to.
  - Staff Meetings
    - Are optional for Night Monitors who are sleeping during this time (unless your presence is requested by the Director),
      - It is preferable for you to attend to be kept up to date when possible
      - Just be sure it is not interfering with your ability to get sleep.

### GENERAL INFORMATION



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- Preceptors live with students in the residence hall in a single suite with a bathroom shared with another staff member.
- **As of 2025 the preceptor salary is \$2,300 per session plus, trainings, room and board (this equates to a package of approximately \$3,750).**
- **Being a JBA staff member is a 24 hour-a-day commitment.**
  - Preceptors may **not be enrolled** in summer classes that are held during the Academy.
    - Attending an in-person course is not possible during JBA
    - Time for an on-line class is extremely limited, therefore it is not possible to both work for JBA and maintain an on-line course.
  - Preceptors that must attend any on campus summer programs, such as conditioning, must be able to do so prior to morning duties and/or during your scheduled time off.
  - Leaving the academy, beyond your scheduled times off, must be approved in advance of the academy, by both the Dean and Director.

*Each of these possible exceptions is limited and are not guaranteed.*

- JBA preceptors 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 which are inappropriate for children as determined by the University / JBA Offices,
  - Would violate university policies of sexual harassment and/or anti-discrimination, or
  - Would in any way serve to make an Academy participant or staff member feel excluded from participation in all aspects of the Academy experience.
- The Joseph Baldwin Academy is meant to be an engaging learning experience that encourages open minds, honest debate over controversial issues, and free expression. As an essential element to encouraging free expression is fostering



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a non-coercive environment with respect to issues of politics, religion, identity, etc., therefore:

- JBA students and staff are provided the opportunity to attend the religious services of their choice during the times offered by their choice of venues,
  - May find the opportunity to *express* their political views in class discussions or organized political debates or forums, and
  - Are encouraged to have open, honest, and respectful dialog throughout the three-week learning experience.
- However, JBA is not an appropriate forum for employees to actively *advocate* acceptance of, or adherence to, their personal, religious or political viewpoint – regardless of the perspective from which it comes.
    - 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.

### 2025 CONTRACT DATES

- Session I: June 4 – June 28, 2025; Session II: July 2 – July 26, 2025
- Preceptors **must** arrive on campus **and** be moved in before 12:00 pm on June 4 & July 2.
- Introductions and trainings begin promptly at noon.

*As of 2025 the Night Monitor salary is \$2,300 per session plus, trainings, room and board (this equates to a package of approximately \$3,750). Meal reimbursement is additional (see below).*

### 2024 PROGRAM DATES – Academy Student Schedule

- Session I: June 7 – June 27, 2025; Session II: July 5 – 25, 2025
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Meals available for Night Monitor:

- **All staff have meal plans, however since you will likely be sleeping during some hours of operation in the cafeteria you may buy food to prepare in the hall kitchens, or you may eat out for lunch and dinner within the daily per diem amount (please communicate with the office to confirm the current allowable per meal amount).**
  - **For reimbursement, you will need to keep all receipts for any purchases and turn them in at the end of the session.**
    - We cannot reimburse any amount without a legible receipt.
    - We cannot reimburse anything that is not consumable.
  - **You will need to provide all of your receipts to MC 303 for reimbursement during normal summer office hours (M-Th 8 – 5 pm) or send an email to [jkomar@truman.edu](mailto:jkomar@truman.edu). You must include your banner id and current address.**
    - Please ensure these receipts are provided no later than two weeks after the end of your session(s).
    - You may also turn them in once per week to get a timelier reimbursement.

*PLEASE CONTINUE BELOW:*



# Night Monitor Application Process & Eligibility

## Typical Night Monitor Schedule

11:30pm	Check in at the Ryle Hall JBA office. Please make sure you have your cell phone (or one provided to you), 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 to ensure lights are still out.
1:30am	Rounds.
2:30am	Rounds and final nightly lights check.
3:30am	Rounds.
4:30am	Rounds.
5:30am	Rounds.
6:30am	Rounds, reminding students they may not leave their room before 7am.
6:50am	Duty preceptors take over.
6:55am	If duty preceptors are not awake, wake them or contact ProStaff.
7:00am	Off duty once a duty preceptor or ProStaff Member has taken over. *Students may now leave their rooms.

### Tips for Night Monitors:

- 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. Even doubling back will help.
- Students have been known to switch rooms at night just to “have some fun.” Don’t let this happen if possible.
- Notice rounds are every hour on the half hour. *Please vary these times to not always begin at the same time (so students are not expecting you).*
- Change your route/start down different hallways for each round
- Students will learn the routine if you do not change it up each time.