



Job Title: Admissions Counselor

Supervisory Contact: Admissions Director

Hours: 15 hours/week average (with some weeks requiring more hours and other weeks requiring fewer hours)

Salary or Hourly Rate: \$17 per hour

The incumbent in this position is expected to assist the College in achieving its mission, which is to provide an educational structure and an integrated learning environment for individuals to become midwives of technical expertise, professional excellence, and personal greatness—namely, Midwives of Excellence™.

Position Overview

The Admissions Counselor is responsible for supporting the mission of MCU through:

- excellence in conducting admissions practices and procedures;
- providing a student-centered admissions model through all interactions with aspiring midwives, applicants, and students;
- establishing strong relational connections serving as a source of counsel and information throughout the full admissions and enrollment process in order to build community;
- achieving a high degree of accuracy and organization in tasks;
- proactively maintaining records to help keep the Admissions department in compliance with regulatory and accreditation requirements;
- committing to furthering the social justice, equity, and anti-oppression efforts of MCU within the organization and within the midwifery community as a whole.

The role requires strong attention to detail, exceptional communication skills, comfort with ambiguity as this position and the Admission department evolve, and the ability to see the “big picture” of how the connections and work done in Admissions fit into the larger mission of MCU.

Position Location: Online/Remote

Minimum Qualifications

- Associate degree or equivalent from an accredited college or university
- Experience working with underrepresented individuals/communities to further equity and social justice initiatives
- Familiarity with the benefits of midwifery care and the current landscape of the midwifery profession in the United States
- Proficiency in digital communication and project management technologies: Student Information System, Dropbox file hosting service, Microsoft Office systems, etc.
- Possess exceptional written, oral, and interpersonal communication skills and time management skills
- Detail oriented, self-directed, motivated, organized
- 1-2 years of professional experience in a related position, such as providing student support services, customer service, small business management, and/or birth professional services, etc.

Preferred Qualifications

- Bachelor’s degree or higher from an accredited college or university from a related field
- A Certified Professional Midwife and/or Licensed Midwife
- Experience working in a distance or tele-commuting work environment
- 2+ years of professional experience in student services or admissions in a higher education setting
- Experience conducting consultative conversations to help individuals make important decisions

Duties and Responsibilities

- Collaborate promptly and professionally with other MCU professionals, including the Admissions Director, faculty, staff, and/or board members;
- Communicate proactively and regularly with aspiring midwives, applicants, and MCU students, serving as one of the first and regular points of contact for aspiring midwives, applicants, and MCU students;
- Provide strong “customer service” support and deliver student-centered communications as central to all work;
- Consistently center MCU’s commitment to equity, social justice, and anti-oppression;
- Provide support to the Admissions Director and MCU applicants/students by handling a variety of detail-oriented administrative and data-entry tasks;
- Meet regularly one-on-one with the Admissions Director and attend MCU staff meetings;
- Support all admissions practices and procedures, from initial interest through the application process to enrollment/matriculation;
- Update and maintain student files, spreadsheets, and documents;
- Uphold a high degree of ethics and integrity in all duties and responsibilities;
- Assimilate new information and skills readily and effectively with accuracy and detail;
- Maintain a sense of urgency to meet deadlines while managing multiple tasks and responsibilities;
- Contribute positively to the culture and community of MCU;
- Other duties as assigned.

Knowledge, Skills, Abilities, and Characteristics

- Exemplify MCU’s culture and mission: <https://www.midwifery.edu/why-mcu/>
- Demonstrate a commitment to social justice, equity, and anti-oppression efforts within MCU’s educational community of educators and learners
- Embody the concepts of *Crucial Accountability*, *The Outward Mindset*, and *Leadership & Self Deception*
- Display a positive attitude, show concern for people and community, and demonstrate the ability to listen and take direction
- Present an aptitude in project management and organizational abilities within a fast-paced, competing priorities environment
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of MCU’s mission, goals and assessment methods

About the College

MCU is a distance-education, direct-entry midwifery program accredited by the US Department of Education through the Midwifery Education Accreditation Council and approved for Title IV funding.

The MCU distance education curriculum and locally-based clinical placement are firmly grounded in the unique and profound power of the Midwives Model of Care™ as a primary pathway for improving outcomes and eliminating disparities for families during the childbearing year. MCU fulfills its mission by meeting the following institutional goals:

- offering a bachelor’s degree to prepare individuals for career opportunities to practice as a direct-entry midwife who provides primary care to mothers and babies;
- offering a master’s degree to prepare individuals to be midwifery leaders in the maternity care landscape;
- providing curriculum core competencies and student support services that provide opportunities to acquire knowledge, skills, and philosophical approaches compatible to the practice of midwifery informed by complementary and alternative medicine and evidence-based education organized within five broad interrelated categories:
 - Specialized Knowledge
 - Broad and Integrative Knowledge
 - Intellectual Skills
 - Applied and Collaborative Learning
 - Civic and Global Learning;
- nurturing a culture of collaboration as we continually strive to advance cultural humility, diversity and

- inclusivity at MCU and in the midwifery profession;
- creating opportunities for students to effect global social change through the development and application of leadership skills.

Midwives College of Utah is guided by a social justice and equity framework. We are a committed ally to all underrepresented individuals and families who seek access to midwifery care or who strive to become midwifery providers within their communities. Through collaboration and humble listening, we will continually strive to remove existing barriers to recruitment, retention, support and success at MCU as well as advance our program and profession in achieving inclusivity, cultural humility, and health equity. In doing so, we hope to broaden the reach and benefits of midwifery care for all families and effect widespread social change in the midwifery profession. Please read the following documents to learn more about our commitments to health equity, anti-oppression, and culturally safe care:

Equity & Social Justice Position Statement: <https://www.midwifery.edu/equity-and-social-justice/>

Equity and Social Justice Agenda: Initiatives and Accomplishments: <https://www.midwifery.edu/about-mcu-2/social-justice-initiatives-accomplishments/>

Non-Discrimination Policy

The Midwives College of Utah, as an institution of higher education and as a community of scholars and midwives, affirms its commitment to the elimination of discrimination and discriminatory harassment. MCU is committed to providing equal opportunity and equal access and to complying with all applicable federal and state of Utah laws and regulations and MCU non-discrimination policies and procedures:

<https://www.midwifery.edu/nondiscrimination-policy/>

To apply, send a resume or CV, with a cover letter, and the contact information for 3 professional references to staffhrcoordinator@midwifery.edu. All application materials must be submitted as one .pdf file.