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MIDWIVES COLLEGE OF UTAH

M I D W I F I N G M I D W I V E S

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, and to the provision of equal opportunity for all. The incumbent in this job is expected to assist the College in achieving its mission which is to build midwives of technical expertise, professional excellence, and personal greatness in a distance education platform. MCU's method for building Midwives of Excellence® is to meld professional and leadership education.

About Us: MCU offers a flexible **remote work** environment and prides itself on its culture of collaboration. We strive to advance cultural humility, diversity and inclusivity at MCU and in the midwifery profession.

Position Title: Admissions Counselor

Summary: The Admissions Counselor is responsible for conducting admissions practices and procedures; providing a student-centered admissions model through all interactions with aspiring midwives, applicants, and students; serving as a source of counsel and information throughout the full admissions and enrollment process in order to build community; and achieving a high degree of accuracy and organization in tasks.

Position Classification: Non-Exempt

Reports to: Admissions Director

Hours: 18 hours/week on average, with some weeks requiring more hours and other weeks requiring fewer hours

Salary/Rate: \$18/hour. This salary includes 1 week(s) of paid vacation or leave during each year of employment. Additionally, all MCU holidays are paid time off as well.

Contact: humanresources@midwifery.edu

All application materials must be submitted as one .pdf file

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

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

Position 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.

Other MCU Staff Responsibilities:

- Participate in professional development and mandatory training opportunities
- Attend monthly staff meetings
- Read and understand the Employee Handbook, and MCU's Title IX and Drug and Alcohol Policies

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: www.midwifery.edu/equity-and-social-justice

Equity and Social Justice Agenda: Initiatives and Accomplishments:
www.midwifery.edu/social-justice-actions

Non-Discrimination Policy

MCU does not allow discrimination or harassment by or toward faculty, preceptors, staff, students, or affiliates based on their actual, implied, or perceived: race; color; national or ethnic origin or ancestry; religion or creed; sex, gender, gender identity, or expression, including transgender identity; sexual orientation; marital status; familial status; age; disability; genetic information; or any other protected category under federal, (Title VI, Title IX, and Section 504) as well as state laws and regulations:
www.midwifery.edu/nondiscrimination-policy

At-Will Employment

Employment at Midwives College of Utah is on an at-will basis, which means that your employment may be terminated by you or by MCU at any time, for any or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the Guidelines of this position description and cannot be modified by any oral promise by any supervisor or by any other writing unless duly executed by the employee and the President. MCU reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this position description without prior notice.

This Position Description is intended to describe the general nature and level of work performed by employees, but is not a comprehensive list of duties, skills, and responsibilities required of employees in this position. No contract, express or implied, respecting the procedures, terms, conditions or duration of employment is created by this Position Description.

To apply, send a resume or CV, with a cover letter, and the contact information for 3 professional references to humanresources@midwifery.edu.

All application materials must be submitted as one .pdf file.

Please Note: Due to FERPA considerations, current MCU students are ineligible for this position.