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# MIDWIVES COLLEGE OF UTAH

MIDWIFING MIDWIVES

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: Director of Student Success & Advising**

**Summary:** The Director of Student Success & Advising performs a variety of administrative tasks related to planning and coordinating the activities inherent to MCU student success in an on-line learning environment and community clinical placement. This position supervises House Mentors who will ultimately provide "continuity of care" for the student's educational experience at MCU.

A House is a community within the school of smaller groups of students that as a cohort can

support each other and receive holistic support from a primary mentor, their House Mentor. Additionally, the Director of Student Success & Advising serves on the Student Success & Institutional Equity leadership team and performs a variety of administrative tasks related to tracking student progress and success.

**Position Classification:** Non-Exempt

**Reports to:** Vice President of Student Success & Institutional Equity

**Hours:** 20 hours/week

**Salary/Rate:** \$25-\$31/hour commensurate with education & experience

*Current MCU students are **ineligible** to apply*

## **Minimum Qualifications**

- A bachelor's degree or equivalent from an accredited college or university in education, behavioral science communications, social science, or a closely related field (Equivalency: Four years' work experience in a behavioral science field)

- One year experience with the lifestyle demands and realistic expectations of a midwifery student and a practicing midwife
- One year of experience working in a distance or telecommuting work environment
- Two years of demonstrated experience supervising, training, and mentoring a team
- Two years of demonstrated experience using digital communication, project management technologies, and familiarity with systems such as Google Workspace, Microsoft Office systems, and Dropbox file hosting service
- Three or more years of experience in student advising and/or mentoring of students in a remote learning environment
- Three or more years of experience in adult education, behavioral development and/or life coaching

### **Preferred Qualifications**

- A master's degree from an accredited college or university in education, behavioral, communications, social science, or a closely related field
- Five or more years of experience in student advising and/or mentoring of students in a remote learning environment

### **Knowledge, Skills, Abilities, and Characteristics**

- Exemplify MCU's culture and mission: <https://www.midwifery.edu/why-mcu/>
- Exhibit the ability to educate, advocate and foster a culture of inclusion at MCU through leadership, collaboration, and influencing skills
- Demonstrate a commitment to social justice, equity, and anti-oppression efforts within MCU's educational community of educators and adult learners
- Embody the concepts of *Crucial Accountability*, *The Outward Mindset*, and *Leadership & Self Deception* with the ability to establish firm expectations of house mentors and create a plan if expectations are not being met
- Possess exceptional written, oral, and interpersonal communication skills
- Present an aptitude in project management and organizational abilities within a fast-paced, competing priorities environment
- Exhibit the ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of MCUs mission, goals and assessment methods

### **Position Duties and Responsibilities**

#### Teaching & Teamwork

- Teach MCU's guiding principles and support the mission of building midwives of personal greatness. Through periodic group/personal discussions and PROD 1000
- Support the Director of Campus Life, Welcoming, & Alumni Engagement with organizing the New Student Orientation (PROD 1000) each term
- Lead and supervise house mentors in teaching and grading SOSC 100 and PROD 1000
- Attend and contribute to monthly student progress meeting, staff meeting, SIM (strategic implementation meeting), and the SS/IE leadership meeting
- Work collaboratively with academic faculty, clinical faculty, and staff to enhance student success, retention, and graduation rates.

## Coaching

- Mentor CPM to BSM students assigned to the Director of Student Success and Advising
- Counsel students regarding issues adversely affecting their success and make appropriate referrals when needed
- Connect students who are at risk for academic decline with House Mentors and other resources, as applicable.
- Communicate with students with appropriate resources, referrals, and tools available to help them succeed.
- Administer the Academic Progress Policy in partnership with the Vice President of Student Success & Institutional Equity

## House Mentor Program Lead

- Organize and facilitate monthly house mentor gatherings
- Develop, plan, implement and administer goals and objectives as well as policies and procedures related to the house mentor program
- Prepare and maintain personal development plans, annual evaluations, hiring, and termination for house mentors
- Support team and individual needs for the House Mentors
- Identify, create, budget and participate in team building, professional growth, and pedagogical skill opportunities for house mentors

## Administration Leadership and Strategy

- Forecast future needs, prepare, and submit department budget annually
- Identify metrics, collect student progress and retention data and provide analysis of outcomes
- Present assessment reports and recommendations to the Vice President of Student Success & Institutional Equity regarding the house mentor program and student services
- Serve on policy committees as requested and identify policy revisions and updates that support student services and success
- Collaborate across departments to ensure policies and procedures are working towards student success

## Other MCU Staff Responsibilities:

- Participate in professional development and mandatory training opportunities
- Attend monthly meetings
- Read and understand the Employee Handbook, MCU's Title IX, Drug and Alcohol and FERPA 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](http://www.midwifery.edu/equity-and-social-justice)

Equity and Social Justice Agenda: Initiatives and Accomplishments:  
[www.midwifery.edu/social-justice-actions](http://www.midwifery.edu/social-justice-actions)

**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: [www.midwifery.edu/nondiscrimination-policy](http://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.

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