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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: House Mentor

Reports to: Director of Student Success & Advising

Salary/Rate: \$22/hr

Hours: 11 hours/week (with some weeks requiring more hours and others requiring fewer hours)

Position Classification: Non-Exempt

Position Location: Online/Remote

Summary: Student success and satisfaction with distance education are largely based on the amount and quality of the connection between the student, their peers, the school, and the faculty. To better meet this need, MCU has developed a system of houses. 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 known as a House Mentor.

The House Mentor is a resource for policy and procedure questions and will provide group activities and individual coaching to support

student progress and, ultimately, the school's mission of building midwives of personal greatness. This role provides "continuity of care" for the students' educational experience at MCU thereby supporting our mission of cultivating Midwives of Excellence

The Ideal Candidate: The ideal House Mentor is a compassionate, organized, and student-centered professional who understands the unique challenges of distance education in midwifery. They bring experience in midwifery practice or education, possess exceptional interpersonal skills and demonstrate cultural humility. This candidate thrives in building community virtually, shows initiative in identifying and addressing student needs, and maintains a balance of professional boundaries and authentic connection. They embrace our mission of cultivating midwives of excellence and can effectively translate this vision into practical support systems for students navigating their educational journey. The ideal candidate is comfortable with technology, passionate about student success, adept at building rapport, and can provide culturally appropriate mentoring. Their experience working with students from diverse backgrounds and ability to navigate complex student situations with compassion and integrity will make them an invaluable asset to the Student Services team and the MCU community.

All application materials must be submitted via Google Form no later than May 27th, 2025.

Minimum Qualifications

- Bachelor's degree in education, counseling, social work, psychology, health care, or a related field from an accredited college or university. Equivalent professional experience in student support or mentorship within a higher education setting may be considered in lieu of a bachelor's degree.
- Demonstrated experience in providing guidance, mentorship, or coaching to individuals or groups in an academic or educational setting or equivalent setting.
- Strong understanding of adult learning principles, the unique challenges faced by distance education students generally, and historically underrepresented groups specifically.
- Possesses exceptional written, oral, and interpersonal communication skills, with the ability to engage and motivate students from diverse backgrounds and collaborate with stakeholders to ensure equitable access to programming for all students.
- Familiarity with the benefits of midwifery care and the current landscape of the "midwifery profession" in the United States.
- Proficient in digital communication and project management technologies, such as student information Systems, Google Drive, etc.
- Ability to work independently, manage time effectively, and maintain organized records.
- 2 years of professional experience in a related position, such as providing student support services, higher education, small business management, and/or birth professional services, etc.

Preferred Qualifications

- Professional Development in Emotional Intelligence, Resilience, Growth Mindset, Crucial Conversations/Accountability, Outward Mindset, or other equivalent communication skills
- Coaching certification/degree in working with adult learners
- A Certified Professional Midwife and/or Licensed Midwife.
- Experience conducting coaching conversations to help individuals make important decisions, for motivation, and strategizing multiple obstacles or barriers to student success
- Experience working in a distance or telecommuting work environment
- 2+ years of professional experience in student services or academic coaching in a higher education setting

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 and The Outward Mindset
- Display a positive attitude, show concern for people and community, and demonstrate the ability to listen and take direction
- Excellent organizational and project management skills with the ability to manage multiple student needs simultaneously
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of MCU's mission, goals, and assessment methods
- Ability to use technology and online communication platforms for virtual interaction and community building.
- Ability to maintain appropriate boundaries while creating supportive relationships

Position Duties and Responsibilities

- **MCU Culture:**
 - Exemplify MCU's guiding principles and values and uphold MCU's mission of cultivating Midwives of Excellence through dedicated mentorship and support.
 - Serve as a primary mentor within a designated house community, fostering a supportive environment for student engagement and collaboration
 - Cultivate a unique and bonding culture within the house via online house gatherings and discussions, periodic group/personal coaching and lectures.
 - Participate in initial and continued equity and social justice initiatives.
 - Respond to faculty and student concerns and outreach within 2 business days.
 - Cultural humility and commitment to holistic, inclusive, trauma-informed mentorship.
- **Teaching:**
 - Co-teach PROD 1000, New Student Orientation, to new students each trimester (happens for three days before the start of each trimester).
 - Be available during PROD 1000 to provide real-time student contact and support, including grading PROD 1000 assignments daily.
 - Notify the Director of Student Services of student non-engagement.
 - Grade, guide, evaluate, and inspire students enrolled in our SOSC 100 reflective studies program.
 - Adhere to grading policies and additional intersecting policies and procedures.
- **Teamwork:**
 - Help organize and build peer-led cohort groups
 - Participate in personal and professional goal setting and growth opportunities
 - Lead projects and/or development within the HM program
 - Attend monthly House Mentor Gatherings, Staff Meetings, and the Student Progress Meetings.
 - Participate in school community events such as celebrations and activities that strengthen student-mentor relationships and enrich campus life, with attendance prioritized according to relevance and within established work parameters.
 - Update the Student Progress Checklist with time-stamped academic progress updates on each student in the House Mentor's house, monthly, one week before the Student Progress Meeting.
 - Collaborate with faculty, staff, and departments to support student success, address student concerns, and facilitate timely resolutions.
 - Maintain clear, organized records and documentation according to MCU policies and procedures.
- **Policies:**
 - Monitoring student progress and engagement pursuant to MCU's relevant policies and procedures which includes:
 - Identifying students who are at-risk for academic decline and proactively reaching out to students who may need additional support
 - Conducting regular student check-ins with a minimum of twice a trimester, contact with each student
 - Completing at a minimum a monthly review of students' progress
 - Holding at least one whole-house live session each trimester.
 - Issuing an engagement alert and referring students for an Academic Warning when

appropriate, per the Academic Progress Policy

- Read and understand the MCU's Employee Handbook and comply with the MCU's policies and procedures.
- Coaching:
 - Conduct individual coaching sessions to support students in achieving their personal and academic goals, including meeting with students who are at-risk for academic decline.
 - Serve as the first point of contact for policy and procedure guidance, acting as a resource-connector to help students find answers to their MCU-related questions and navigate their educational journey effectively.
 - Demonstrate consistent availability via phone, text, or email, within professional boundaries to address student inquiries and foster an environment of accessible mentorship.
 - Provide timely guidance and support across various coaching needs including academic advising such as course selection, registration and program requirements.
 - Support students to become self-actualized and resilient as they navigate personal struggles and pursue their educational and vocational goals.
 - Counsel students regarding issues adversely affecting their success and make appropriate referrals when needed
 - Maintain and update communication records.
- Other duties as assigned.

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

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's non-discrimination policies and procedures: 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 no reason, with or without notice, and 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, submit a resume or CV, with a cover letter, and the contact information for 3 professional references through the Application Form link provided.

All application materials must be submitted as one .pdf file. Please send all questions regarding the position or application process to Studentservices@midwifery.edu

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