



EST. 1980

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 **hybrid 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: Student Finances Administrator and Office Manager and Librarian

Summary: The Student Finances administrator oversees the collection of student fees and accounts receivable; directs the collection of third party vendor, and internal agency deposits; adheres to internal control procedures and safeguards college resources in accordance with policies and state/federal regulations.

The Office Manager coordinates all primary phone lines, mail distribution, and facility logistics, and supports all departments with administrative duties. This position is expected to go into the office 2 to 3 times per week.

The Librarian assists students with borrowing library books and maintains MCU's library. This

position is expected to be in office several times a month.

The Ideal candidate: Well organized, effective time management skills, and self-directed with keen attention to detail and ability to multi-task.

Position Classification: Non-Exempt

Reports to: VP of Finance & Operations (VPFO),
Academic Dean for the Library role

Hours: 20 hours/week

Salary/Rate: \$18-20/hour commensurate with experience and other qualifications

Contact: finance@midwifery.edu

All application materials must be submitted as one .pdf file

Minimum Qualifications

- Associate degree in business administration, accounting, education, or public health or similar knowledge gained via work experience
- One year experience in accounts receivable or general accounting/bookkeeping
- Two years of customer service experience
- Two to four years of administrative assistant and/or project management experience
- Willingness to become familiar with direct-entry midwifery education/training routes and professional issues
- Prior experience with remote work
- Two years experience using technology and business software such as Dropbox, Office Suite, Google Suite, Zoom, learning management systems, and student information systems
- Exceptional in written, oral, and interpersonal communication skills

Preferred Qualifications

- Bachelors degree in business administration, accounting or equivalent experience
- Advanced knowledge of technology and business software such as Dropbox, Office Suite, Google Suite, Zoom, learning management systems, and student information systems.
- Two to Three years working with advanced formulas in Excel/Google Sheets
- Three to five years of progressively responsible customer service experience in an Accounts Receivable or closely related environment
- Demonstrated familiarity with direct-entry midwifery education/training routes and professional issues
- Two years of experience working in a distance or telecommuting work environment

Knowledge, Skills, Abilities, and Characteristics

- Commitment to the [College's culture and mission](#) and inclusive educational environment
- Demonstrate a commitment to social justice, equity, and anti-oppression efforts within MCU's educational community of educators and learners
- Display a positive attitude, show concern for people and community, and demonstrate the ability to listen and take direction
- Ability to manage student billing, payment tracking, and financial records accurately and timely
- High attention to detail in administrative and financial documentation
- Strong organizational skills with the ability to manage multiple tasks and deadlines
- Ability to follow established policies and procedures consistently
- Ability to respond promptly to inquiries and provide clear information
- Strong written and verbal communication skills for interacting with students, faculty, and staff.
- Ability to work independently within assigned responsibilities and collaborate across departments
- Proficiency with standard office software and database systems
- Professionalism in handling sensitive matters and resolving concerns appropriately
- Working knowledge of college operations and student financial processes
- Familiarity with the benefits of midwifery care and the current landscape of the midwifery profession in the United States
- Ability to maintain a professional and quiet remote work environment when applicable
- Maintain confidentiality of staff, student and financial records
- Must demonstrate a high level of discretion and a firm commitment to maintaining FERPA

compliance and data privacy

Position Duties and Responsibilities

Student Finances Administrator

Oversee the processing of student charges and issuance of student billing statements and timely collection of current student receivables by completing the various responsibilities including:

- a) Update and review of Cost of Program (COP) and Annual Student Fee rate in MCU SIS Student Accounts.
 - b) Ensure the continuous analysis of current student balances and oversee the preparation of management summary reports.
 - c) Manage monthly payment plan agreements.
 - d) Review credit balance accounts and manage the student refund process to ensure timely processing in compliance with federal regulations.
- Oversee the collection of past-due student receivables by effectively completing the various responsibilities:
 - a) Analyze the Collections Report and the implementation of collection efforts in accordance with the College's Collection Policy.
 - b) Assess the performance of external Collection Agencies and recommend changes as necessary.
 - c) Prepare and analyze management reports related to Collection activities and the Aging of Receivables.
 - Assist VP of Finance in tasks relating to the fiscal year-end audit, especially related to Accounts Receivable
 - Serve as an active participant in monthly Budget Meetings and monthly Student Progress Meetings.
 - Ensure the security of sensitive records regarding students, supervisors, and colleagues.
 - Assist VPFO with various projects and special assignments
 - Perform other duties and responsibilities, as assigned

Office Manager

- Answer phones for a minimum of a 3 hr period per day
 - a. Forward messages to the appropriate staff
 - b. Respond to voice messages by the following business day
- Manage and train staff to use the Freedom Voice phone system Receive and disburse all incoming faxes
- Manage emails and general enquires sent to the MCU office address
- Attend to incoming and outgoing mail in the MCU office
 - a. Receive and appropriately disburse all incoming mail
 - i. Scan and electronically file all hard copies for staff, student, and faculty files
 - b. Prepare and post outgoing mail
 - c. Create and send all student and employee IDs at the beginning of each trimester
 - d. Prepare and send graduation packets
 - e. Organize and ship swag store orders including updating inventory;
 - f. Manage student equipment rental requests/returns and post invoicing/credits as

appropriate to student accounts.

g. Perform a physical count on inventory at year end with VP of Finance

- Clean and maintain the MCU office space (including supply closets) as necessary
- Update calendar and upcoming events on the MCU SIS and LMS
- Manage all auditorium scheduling.
- Provide Administrative support for MCU community meetings including scheduling, sending reminders and reporting minutes.
- Schedule electronic birthday cards to staff, faculty, and students, and other electronic greetings as designated by staff
- Attend monthly staff meetings Participate in personal and professional growth opportunities
- Lead for the address change policy and procedure
- Provide support other departments as directed by the Supervisor or President

Librarian

- Coordinate with Dean to ensure that the library has adequate copies of all textbooks and resource material required for all MCU courses, and that library learning resources are evaluated for currency and updated when necessary.
- In collaboration with the Dean to evaluate and update library resources to ensure MCU staff, faculty, and students have access to materials that address and build competency in justice and equity.
- Where approved by the Dean, order books as requested by the curriculum authors.
- Coordinate with Dean to prepare and submit the library budget proposal for the upcoming year, and prepare and submit the Course Materials budget proposal for the upcoming year.
- Update the MCU library catalog to ensure accuracy on a term-by-term basis
- Fulfill library loan requests, including shipping, placing of fees, overdue notices, book upkeep, and replacement etc.
- Communicate the library loan policy to staff, faculty, and students
- Maintain contracts with third-party digital resources (i.e., Gynzone, Kanopy, etc.)
- Fulfill in-house textbook purchase requests from students (i.e., Midwifery Skills Guide, Spanish Handbook for Midwives)
- Complete the annual IPEDs survey concerning library resources.

MCU Culture:

- Exemplify MCU's guiding principles and values
- Create a unique and bonding culture within the incoming cohort
- Build a community within the cohort via online house gatherings and discussions
- Teach MCU's guiding principles and support the mission of building midwives of personal greatness through periodic group coaching, seminars, and lectures
- Participate in initial, and continued, equity and social justice initiatives
- Participate in personal and professional growth 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

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

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 hr@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.