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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 Director

Summary: With a focus on diversity, inclusion, and equity, the Admissions Director is responsible for the provision of an admissions and matriculation program for supporting prospective students, applicants, and newly admitted students.

Position Classification: Exempt/Non-Exempt

Reports to: President

Hours: 28 hours/week

Salary/Rate: \$24/hour

Contact: staffhrcoordinator@midwifery.edu

All application materials must be submitted online using [this form](#).

Minimum Qualifications

- A bachelor's degree or equivalent from an accredited college or university (Equivalency: Four years' experience in educational administration)
- Two years' leadership experience, preferably in the principles, concepts, and methodology of educational administration
- Familiarity with the lifestyle demands and realistic expectations of a midwifery student and of a practicing midwife
- One year of experience working in a distance or telecommuting work environment
- Two years of demonstrated experience using digital communication, project management technologies, and familiarity with systems such as Google Workspace, Microsoft Office systems, Dropbox file hosting service

Preferred Qualifications

- A master's degree from an accredited college or university
- At least one-year experience in higher education administration and best practices in admissions and transfer credit evaluation
- Familiarity with direct-entry midwifery education and training routes, professional issues, and/or learning competencies
- Experience in data analysis and information synthesis

Knowledge, Skills, Abilities, and Characteristics

- Exhibit the ability to educate, advocate and foster a culture of inclusion at MCU through leadership, collaboration, and influencing skills
- Possess exceptional written, oral, and interpersonal communication skills
- 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*
- Facilitate admissions communication that promotes MCU's culture and a realistic picture of MCU graduation requirements with a culturally and ethnically diverse population of prospective students
- Demonstrate knowledge of or ability to acquire knowledge of MEAC accreditation standards, curriculum program guidelines, MCU program requirements, and federal/state regulations
- 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 MCUs mission, goals, and assessment methods
- Analyze attrition, retention, and graduation trends and prepare recommendations and forward-thinking enhancements to the current admissions P&P

Position Duties and Responsibilities

- Facilitate a communication program and foster a sense of community for prospective students, applicants, and new students seeking matriculation as a degree-seeking student
- Supervise, train, hire and mentor the professional growth of the admissions staff
- Facilitate Admissions support, education, and counseling for prospects, applicants, and students regarding application requirements, graduation requirements, academic policies, transfer credit options, professional licensure, midwifery education, education funding options, clinical training expectations, and College culture
- Define and update MCU admissions policies and procedures
- Regularly update and maintain Enrollment Agreements and other enrollment and matriculation documents
- Conduct an Admissions Open House experience for potential students
- Supervise the admissions decision-making process and engagement of Admissions Committee members, including faculty engagement in the Admissions process

- Provide oversight and coordination of application processing and matriculation of new students, including the communication of admissions decisions to students
- Maintain electronic student admission records to ensure accuracy, security, and availability
 - Oversee and/or maintain a master index of all required admissions documentation
 - If local, scan and file admission paperwork delivered to MCU's office, otherwise oversee the office person scanning admissions paperwork
 - Assure admissions documents for each incoming student meets the necessary requirements for compliance with accreditation and state/federal laws affecting admission
- Work with Admissions staff to review transcripts of accepted students and document courses that can be transferred as per transfer credit policy
- Oversee procedural requirements necessary for compliance with accreditation and state/federal laws affecting admissions
- Respond to GAGAS and Department of Ed audit requests as they pertain to admissions documents and work with the Director of Compliance to assure all admissions documents comply with state and federal regulations
- Utilize student success and retention information to advise the admissions process
- Ensure the maintenance a high degree of departmental ethics and commitment to fostering diversity, equity, and inclusion within admissions
- Provide department representation with collaborative efforts related to marketing and recruitment, enrollment planning, retention, and student success
- 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, please provide a resume or CV, cover letter, and the contact information for 3 professional references on [this form](#). **All application materials must be submitted as one .pdf file.**

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