



**National Midwifery Institute**  
INCORPORATED

## **Job Description - Study Group Coursework Instructor**

**Position:** Study Group Coursework Instructor

**Primary Responsibility:** Review, give feedback, and grade students' coursework.

**Pay Structure:** \$30/hr, Independent Contractor

**Hours:** Variable - depending on instructor availability and volume of coursework submissions - 10-40hr/mo.

**Location:** Remote/Work from Home/Independent Contractor sets own schedule

### **Position Description**

National Midwifery Institute utilizes a correspondence model for Direct Entry Midwifery Education. Students complete module based coursework, and submit their responses to a series of short answer, long answer, and essay questions, in addition to project assignments. These are submitted via email to our Coursework Instructor pool. Instructors then grade student work according to a rubric, provide feedback, and in some cases correspond directly with students to support their growth and learning.

We have one senior instructor, and are seeking to develop a pool of instructors. Hours are variable and based on Contractor availability and student demand.

### **Duties & Responsibilities**

#### **Direct student assessment**

- Receive, correct and return student course work in a timely fashion
- Assess student progress and comprehension of the learning materials, provide written evaluation of student work, and determine score (grade) according to set rubric
- Input scores in to the student database of reviewed student work

#### **Student support and advisement**

- Understand Study Group course overview and be prepared to explain the details to students
- Advise students of additional recommended reading to assist comprehension as needed.
- Respond to student requests for academic support with approval from Academic Director

#### **Curriculum review and revision**

- Maintain familiarity with all referenced reading materials and other media utilized in the modules.
- Provide recommendations to NMI for updated or improved materials to incorporate in future module

#### **Communication and collaboration with NMI**

- Keep record of conversations and other contact, and regularly update the Academic Director
- Notify the Administrative Director, Academic Director, Clinical Director, Director of Student Services, and/or the Executive Director when a student has a particular need or concern that cannot be addressed by Study Group Course Work Instructor
- Participate in monthly meeting with the Academic Director
- Participate in monthly all team meetings at NMI, whenever possible
- Participate in the Annual NMI Meeting
- Participate in Annual NMI Program Review
- Maintain good working relations with other staff and faculty
- Maintain confidentiality of NMI program and student information and files in accordance with FERPA

### **Professional Qualifications**

#### Qualifications:

- Must be a Licensed Midwife, CPM, or have an equivalent degree, certification, or licensing appropriate to the topic being taught
- Have experience working as a midwife in an out of hospital setting, or equivalent relevant experience
- Passionate about community midwifery education

#### Knowledge, skills, and abilities needed:

- Demonstrates basic computer skills and adaptable to new technologies
- Strong written and oral communication skills
- Willingness to be flexible and to adapt to change quickly
- Be able to work in an egalitarian manner with cultural, sexual, and gender diverse students
- Teaching experience is a plus

#### A successful candidate must:

- Complete training in the various areas related to the position (NMI can provide suggested training, or may provide the training itself)
- Agrees to uphold program objectives, philosophy and purpose
- Maintain a professional ethic (as defined by the MANA Statement of Values and Ethics)
- Complete cultural sensitivity/diversity training or coursework as applicable
- Uphold FERPA and protect student confidentiality at all times
- Uphold NMI's Computer and Network Resource Acceptable Use Policy
- Uphold NMI's Non-Discrimination Policy
- Uphold NMI's Copyright Policy
- Uphold NMI's Communications Agreement
- Agrees to participate in conflict resolution, utilizing the program's Grievance Mechanism as necessary

#### Submit the following:

- Updated CV or Resume
- Current copy of midwifery license, NARM certificate, or other certification, license, or recognition of authorization to practice

### **About NMI**

Our mission is to provide exceptional decentralized, apprenticeship-based direct-entry midwifery education. Our program prepares aspiring midwives to provide comprehensive midwifery care while studying in their own communities and fully in touch with the individuals and families they serve, to assure that the choice of sensitive, competent midwifery care may be more readily available to birthing people and their families everywhere.

### **Equal Employment Opportunity**

National Midwifery Institute is an equal opportunity employer and educational institution. There shall be no discrimination against any employee, an applicant for employment, or any student on any basis including actual or perceived sex, gender identity, race, color, marital status, ethnic origin, religion, age, sexual orientation, or disability. This nondiscrimination policy applies to all educational policies and programs and to all terms and conditions of employment, which include (but are not limited to): recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions, and termination.

**Qualified applicants should send a resume and cover letter to  
Katie@nationalmidwiferyinstitute.com**