



Mount Carmel Bible College
Student Life Administrator – Employment Description

PROGRAM OVERVIEW

Mount Carmel Bible College is a one-year discipleship program that exists to disciple students to know God and live for Him. With this purpose in mind, active discipleship in the lives of students is the primary purpose of everything we do. Our program is designed around three core components of academics, community, and service, as we strive to help students nurture a passionate and active Christian faith.

POSITION DESCRIPTION

Due to the large number of students enrolled for the 2026-2027 school year, we are looking for a qualified candidate to join our staff team as a Student Life Administrator. This is a temporary position that runs from mid-August 2026 to the end of April 2027, but may be extended based on future student enrollment. While this position and its hours will be shaped around the successful candidate, it is anticipated that this will be a 0.75 to full-time position.

The primary role of all staff at Mount Carmel Bible College is to make disciples. While some of this discipleship happens in the classroom, all staff at Mount Carmel are committed to building lasting relationships with students and helping mentor/disciple students to live out their Christian faith in everyday life. This will involve participation in numerous aspects of our program including one-on-one discipleship, trips, events, and group service opportunities, as well as finding creative ways to connect with and disciple our students.

In addition to student discipleship, we are looking for someone to assist us with some administrative tasks related to student admissions and/or promotions. While the details and specific responsibilities of this position will be determined in consultation with the successful candidate, the position will involve working alongside other staff to assist in the day-to-day operations of the program. This may involve teaching components, promotional initiatives, leading youth events, communicating with prospective students and applicants, and/or performing administrative tasks to assist our operations.

QUALIFICATIONS

Required

- A vital, transforming relationship with God that qualifies them to serve as a godly role model for young adults
- Desire and passion for discipleship, evidenced in a history of ongoing relationships and interactions that move participants toward a closer walk with God
- Experience working with youth or young adults
- The ability to work without constant supervision, combined with a willingness to function as part of the staff team



- Post-secondary education, with priority given to a person with a minimum of a Bachelor's degree
- Willingness to teach and conduct themselves according to Mount Carmel's Statement of Faith, staff handbook, and guiding policies in matters of discussion and disagreement
- Active involvement in a church community

Preferred

- Biblical and/or theological education and training
- Experience in one-on-one discipleship and/or counselling
- Experience planning/leading events
- Experience and/or interest in promotions and student recruitments
- Basic administrative skills and familiarity with email and word processing programs
- Public speaking ability in a classroom or chapel setting
- Connections with churches, youth pastors, and other organizations that will help promote the growth of Mount Carmel

RESPONSIBILITIES

For the school to function smoothly, there are varying responsibilities for each staff member. All staff will be expected to function as part of the team, having multiple responsibilities and leading or helping out when extra help is needed in a particular area. Responsibilities for this position include, but are not limited to the following:

- Structured and unstructured student discipleship and one-on-one work with current students and alumni
- Participating in four off-site retreats or trips with other staff and students
- Leading weekly small groups
- Participating in community and alumni events, including occasional evening and weekend events
- Participating in weekly group service opportunities as part of our Impact program
- Participating in daily aspects of community life, such as chapels and community prayer times
- Take an active role in promoting Mount Carmel Bible College by participating in and planning youth events
- Actively participate with the staff team to encourage each other and promote a healthy work environment
- Other tasks and duties to assist in the operations or promotion of our program

In addition to the above responsibilities, the successful candidate will be given additional responsibilities to assist in the operations of our program. These responsibilities will be determined in consultation with the successful candidate based on their gifting, experience, and abilities, and may include some of the following:



- Assisting the office manager with administrative tasks
- Following up with prospective students
- Assisting with student admissions
- Planning student/alumni events and service trips
- Teaching students through chapels, discussions, or other opportunities
- Representing Mount Carmel at conferences or promotional events
- Leading student worship teams

APPLICATION PROCESS

If you are interested in this position, please submit a resume or any questions related to this position by email to: nreuter@mountcarmel.net. If you are simply viewing this package out of curiosity and know someone who might qualify, please pass this information along. Mount Carmel values your prayer and interest in this process.

For more information about our program, please visit <https://www.mountcarmelbiblecollege.com>.

Applications will be accepted until April 10 or until a suitable candidate is found.