

The Dean of Students Office at Florida College is seeking applicants for the position of Supervisor in the Hinley Residence Hall (a women's dormitory). The role of Residence Hall Supervisor is critically important to the Florida College mission and has a direct impact on our students' experience. As stated in the Personnel Manual, "Florida College seeks employees whose very presence on the campus will be an example and an inspiration to the students they contact. Employees should be strong influences upon the students in godliness, happiness, service, leadership, family living, scholarship and other important qualities required for successful living."

Residence hall supervisors demonstrate commitment to the mission of Florida College and act as guides and mentors while students attend college away from home, providing care and supervision as students grow spiritually, socially, mentally, and physically.

Responsibilities

- Supervise the overall student welfare, including ensuring that the residence halls are a safe, secure, and clean place to live.
- Enforce the rules of Florida College, particularly the curfew and sign out policies.
- Act as guides and mentors, in terms of morale and stability.
- Hold students accountable for the guidelines and standards of the school as described in the Florida College Student Handbook.
- Develop positive and respectful relationships with students living in the dorm, helping build and maintain a school culture that promotes excellence and embraces diversity.
- Serve as a nexus of communication for parents, students, professors, and administration.
- Supervise resident assistants and residence hall monitors.
- Respond to emergencies and crises within the residence hall, such as medical incidents, fire alarms, or other safety concerns.
- Manage administrative tasks such as occupancy reports, room assignments, and key distribution.
- Keep the Dean of Students fully informed of student issues.

- Understand the role of Residence Hall Supervisor is a 24/7 type job when students are present during the academic year.
- Perform further service as directed by the Dean of Students.

Minimum Qualifications (Required)

- Experience working with young people.
- Caring, understanding, and patient.
- Ability to communicate clearly and effectively, verbally and in writing.
- Work collaboratively with other Residence Hall Supervisors and administration to create a positive and safe environment.
- Positive attitude, flexible approach, and a sense of humor

Interested applicants should submit a cover letter, resume, and 2 references with contact information to Matthew Dickey – Human Resources Director at Dickeym@floridacollege.edu **Applications submitted by February 6, 2026, are assured full consideration.** If you have any questions, please contact Matthew Dickey.

Florida College is committed to maintaining a safe and secure campus environment and protecting the financial and physical assets of the institution. Therefore, Florida College conducts background checks on all finalists for employment. Successful candidates must demonstrate support for the mission and values of Florida College.

Florida College is an Equal Opportunity Employer and does not engage in prohibited discrimination in employment based on race, color, religion, national or ethnic origin, age, sex, disability, or prior military service. Florida College complies with applicable federal and state nondiscrimination laws.