



Position Description

Position Title: Director of Security
Department: Student Life
Reports to: Vice President of Student Life
FTE: .4 FTE
FLSA: Hourly
Revised: March 2025

Position Summary:

The Director of Security should possess a strong understanding of, and alignment with, the mission and philosophy of Wisconsin Lutheran College (WLC). This position is responsible for creating and maintaining a safe and welcoming living, learning, and working environment for the entire campus. The Director of Security will manage security operations, collaborate with a third-party security provider, represent the institution in security matters to public and private partners, and consistently evaluate the effectiveness of security strategies. The role also involves identifying vulnerabilities, guiding compliance efforts, and leading training initiatives. As a part-time position, the Director of Security will work closely with the Vice President of Student Life to ensure that security measures are implemented and maintained effectively.

PRIMARY RESPONSIBILITIES

- Continuously assess and evaluate the effectiveness of the campus security plan and, where appropriate, recommend improvements to enhance campus safety.
 - Stay informed on national and local security trends and threats unique to collegiate residential campuses.
 - Serve as a liaison to local law enforcement and federal resources, including regional collegiate FBI units.
 - Direct third-party security services, monitor their performance, and ensure effectiveness.
 - Respond to campus emergencies as needed.
 - Lead, hire, and manage students within the Campus Security Team.
 - Participate as a member of the Crisis Management team.
 - Annually update faculty and staff on security changes, new initiatives, and any relevant updates at the beginning of each academic year.
 - Perform other duties as assigned.
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QUALIFICATIONS

Education and Experience:

- Bachelor's degree required; advanced degree preferred.
- Previous experience in law enforcement or a related field is required.

Knowledge, Skills, and Abilities:

- Must perform duties in a manner consistent with WLC's Code of Christian Conduct and mission, reflecting the College's affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).
- Must be an active member in good standing with the WELS or ELS.
- Strong work ethic, with a goal-driven, results-focused approach.
- Servant leader with a positive attitude, high energy, enthusiasm, and passion for the role.
- High ethical standards and integrity, with a strong moral compass.



- Excellent verbal and written communication skills, with the ability to set expectations and effectively communicate with students and other stakeholders.
- Strong interpersonal and organizational skills, with the ability to work collaboratively and effectively as part of a team.
- Demonstrated commitment to continuous personal and professional development.
- Proficiency in using personal computers, Microsoft Office Suite, and familiarity with Jenzabar or similar student record systems is a plus.
- Flexibility to adjust work schedule as needed, including evenings and weekends during crises or emergencies.
- Must possess a valid driver's license and maintain eligibility for driving on behalf of WLC.

Physical Requirements:

- Ability to perform duties that require moderate to active physical activity, including walking, standing, and responding to emergency situations.
- Ability to lift, carry, and move objects weighing up to 25-50 pounds.
- Ability to stand or walk for extended periods, potentially for more than 4 hours consecutively during shifts or during campus events.
- Ability to quickly move across campus and respond to security-related incidents as necessary.
- Ability to work in a variety of weather conditions (e.g., rain, snow, heat) when conducting security patrols or responding to campus incidents.
- Must possess the physical stamina to perform duties effectively during peak times, including evenings and weekends as required during emergencies or crises.
- Ability to visually observe residents and the environment for safety and security concerns.

As is expected of all workers, this position requires the incumbent to perform his/her job responsibilities in a manner consistent with the overall mission and core values of Wisconsin Lutheran College, as defined through its affiliation with the WELS.