



Position Description

Position Title: Director of Security
Department: Student Life
Reports to: Vice President of Student Life
FTE: Part to Full Time
FLSA: Hourly
Revised: September 2025

Position Summary:

The Director of Security helps create a safe and welcoming environment for everyone at Wisconsin Lutheran College (WLC). This role requires a strong understanding of and commitment to WLC's mission and values. The Director oversees campus security operations, works with a third-party security provider, and represents the college on security matters. Main duties include reviewing and improving security practices, identifying risks, ensuring safety compliance, and leading training. The Director works closely with the Vice President of Student Life to make sure security measures are in place and effective.

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.
 - In cooperation with leadership, establish appropriate safety and security policies and procedures, and facilitate implementation of policies throughout the WLC community.
 - 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 student workers 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 preferred, but associate's degree or law enforcement certificate acceptable.
- 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).
- An active member in good standing with the WELS or Evangelical Lutheran Synod (ELS) strongly preferred.
- 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.
- 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.