

## Position Description

Position Title: Security Manager  
Department: Student Life  
Reports to: Vice President of Student Life  
FTE: Full Time, year round  
FLSA: Exempt  
Revised: February 2026

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### **Position Summary:**

The Security Manager plays a vital role in fostering a safe, secure, and welcoming environment at Wisconsin Lutheran College (WLC). This position is responsible for overseeing campus security operations, coordinating with third-party security providers, and representing the College on matters related to campus safety and security.

Key responsibilities include evaluating and enhancing security practices, identifying and mitigating risk, ensuring compliance with safety standards, coordinating emergency response, and providing leadership and training. The Security Manager works closely with the Vice President of Student Life to ensure campus security measures are effective, responsive, and aligned with institutional priorities. This role includes both hands-on operational duties and strategic oversight of campus security initiatives.

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## **PRIMARY RESPONSIBILITIES**

### **Strategy & Compliance**

- Continuously assess the effectiveness of the campus security plan and recommend improvements to enhance campus safety.
- Stay informed of national and local security trends and threats, with particular attention to residential collegiate environments.
- Ensure compliance with applicable federal, state, and local safety and security regulations, including Clery Act and Title IX requirements.
- Utilize data and incident trends to inform security planning and continuous improvement.
- Liaison with local law enforcement as well as federal resources, most notably the regional collegiate FBI resources.
- Oversee incident reporting, documentation, and post-incident review in coordination with Student Life leadership.
- In collaboration with campus leadership, develop, implement, and maintain safety and security policies and procedures across the WLC community.

### **Operations & Emergency Response**

- Assist with operational security duties as needed, including patrol support and incident response.
- Provide on-site security presence and support during high-risk periods, campus events, or emergencies.
- Direct and oversee third-party security services, monitoring performance and ensuring contractual expectations are met.
- Serve as an active member of the College's Crisis Management Team.
- Remain available or on call during major incidents or campus emergencies, as directed.

**Leadership & Training**

- Recruit, train, supervise, and manage student employees within the Campus Security Team.
- Develop and deliver safety training for students, staff, and faculty as appropriate.
- Provide annual security updates to faculty and staff, including changes to procedures, new initiatives, and relevant safety information at the beginning of each academic year.

**Systems & Infrastructure**

- Administer and oversee all parking operations, including assignment, enforcement coordination, and campus-wide communication of parking policies.
- Assist with fleet management (checking out vehicles, updating vehicle information, maintain list of insured drivers).
- Collaborate with the Director of Information Technology to monitor and maintain campus access control and security camera systems; escalate issues as needed.
- Ensure that campus access points (interior and exterior thresholds) are functional and secure.
- Perform other duties as assigned.

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**QUALIFICATIONS****Education and Experience:**

- Bachelor's degree preferred, associate's degree or law enforcement certificate acceptable.
- Previous experience in law enforcement, campus security, or a closely related field is required.

**Knowledge, Skills, and Abilities:**

- Ability to perform duties in a manner consistent with WLC's mission and Code of Christian Conduct, reflecting the College's affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).
- Active membership in good standing with WELS or the Evangelical Lutheran Synod (ELS) strongly preferred.
- Strong work ethic with a goal-oriented, results-focused approach; demonstrates servant leadership with a positive attitude, high energy, and enthusiasm for the role.
- High ethical standards and integrity, with a strong moral compass.
- Excellent verbal and written communication skills, with the ability to clearly set expectations and communicate effectively with students, faculty, staff, and external partners.
- Strong interpersonal and organizational skills, with the ability to work collaboratively as part of a team.
- Proficiency with personal computers and Microsoft Office Suite; familiarity with Jenzabar or similar student information systems is a plus.
- Flexibility to adjust work hours as needed, including evenings and weekends during emergencies or crisis situations.
- Valid driver's license and ability to maintain eligibility to drive on behalf of WLC.

**Physical Requirements:**

- Ability to perform duties requiring 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 exceeding four consecutive hours during shifts or campus events.
- Ability to move quickly across campus in response to security incidents.



- Ability to work in varying weather conditions (e.g., rain, snow, heat) while conducting patrols or responding to incidents.
- Physical stamina to perform duties effectively during peak activity periods, including evenings and weekends as required.
- Ability to visually observe individuals and surroundings to identify safety and security concerns.

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