



Position Description

Director of Campus Safety

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Desired salary
6. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Director of Campus Safety

POSITION'S OPERATING GROUP: Provost

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

POSITION'S DEPARTMENT: Student Development

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: To teach, plan, coordinate, and supervise student activities and programs that will enhance growth, education, and service for students and the campus community. Also, to teach communal living to students and to provide a safe and attractive living environment that meets the safety, security, and physical needs of the residents.

POSITION'S DIRECT SUPERVISOR: Vice President for Student and Community Engagement

DATE POSITION LAST REVIEWED OR ANALYZED: February 2024

POSITION'S EMPLOYMENT STATUS: Full-time, exempt (administrative professional exemption)/salaried, at will.

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: The Director of Campus Safety is responsible for the development, implementation, and management of campus safety and security programs and services in compliance with all applicable state and federal laws, rules, and regulations related to campus safety. The Director also safeguards the property owned and operated by the university and works to prevent crime and accidents within the KWU community. As the chief safety officer, the Director has responsibility, and/or a consultative role for any program or event that has a safety, security or law enforcement component assigned.

POSITION WORKS WITH: Students, staff, faculty, student families, alumni, local community members and local Law Enforcement Officials.

POSITION'S STAFF AUTHORITY: Campus Safety staff

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS:

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: This is an Armed position. Applicants must possess a suitable firearm and be eligible and qualified to carry weapons in Kansas. Yearly range qualifications are required as a requirement for employment.

POSITION'S WORK SCHEDULE: 40-50 hours per week. Hours can vary depending on incidents and special events such as home football games and campus social events.

POSITION'S TRAVEL REQUIREMENTS: Some travel for training is required.

POSITION RESPONSIBILITIES AND DUTIES

POSITION'S ESSENTIAL DUTIES:

1. Leadership and management of Campus Safety, a 24/7/365 operation; including training, directing, and supervising.
2. Development and implementation of comprehensive public safety programs, policies, and procedures.
3. Compliance with local, state, and federal crime reporting mandates.
4. Coordinate training programs for faculty, staff, and students on safety procedures, emergency response protocols, and crisis management techniques.
5. Conduct regular risk assessments and security audits to identify potential vulnerabilities and areas for improvement.
6. Collaborate with campus stakeholders, including law enforcement agencies, fire departments, medical facilities, and community organizations, to enhance campus safety and emergency preparedness.
7. Serve as the primary point of contact for all campus safety and security-related concerns, inquiries, and incidents.
8. Lead the campus emergency response team and oversee the activation and operation of the university's Emergency Operations Center during crises.
9. Prepare and disseminate emergency communications, alerts, and notifications to the campus community during emergencies or significant events.
10. Manage all relevant software and technology associated with strategic campus safety initiatives.
11. Oversee and coordinate security efforts across the campus, including human resources, communications, legal, facilities management and other groups.
12. Oversee a network of vendors and directors who secure the company's assets.
13. Implement video surveillance.
14. Prioritize security initiatives.
15. Maintain relationships with local, state, and federal law enforcement and other related government agencies.
16. Other duties as assigned.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's degree.
- PREFERRED: Emergency Management and Criminal Justice experience.

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: Valid driver's license.
- PREFERRED:

WORK EXPERIENCE:

- MINIMUM REQUIRED: At least two years of full-time Security Operations supervisory experience or equivalent experience.
- PREFERRED: Knowledge of Critical Arcs Safe Zone security platform. Extensive experience in campus safety, law enforcement, emergency management, or a related field, with progressively increasing levels of responsibility.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- MINIMUM REQUIRED
 - Commitment to the philosophy of private higher education and the mission of the University.
 - Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
 - Demonstrated high level effectiveness in using Word, Excel, PowerPoint, and Outlook.
 - Enthusiasm and positive attitude toward creating a caring, student-centered environment.
 - Extremely well organized with excellent follow-through ability and polished presentation skills.
 - Demonstrated ability to maintain confidentiality.
 - Ability to work flexible hours and respond to emergencies on short notice, including evenings, weekends, and holidays.
- PREFERRED
 - Demonstrated ability to create and organize effective, efficient, and to execute those plans within required timelines; and to do so with limited supervision.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.