

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: August 23, 2023

POSITION VACANCIES

Classified

Administrative Assistant to the Dean, English & Humanities (FT)
Building Custodian (FT)
Enrollment Services Representative (FT)
Facilities Reservations Technician (FT)
Information Technology Specialist (FT)

Professional

Employee Benefits and Retention Coordinator (FT)
Instructional Designer (FT)
Marketing Manager (FT)
Nursing Retention Specialist (FT)
Police Officer (FT)
Program Navigator, PATH (FT) – 2
Retention Specialist (FT)

Full-time Faculty

Integrated Media Design Instructor

NEW HIRE

Haley Crouch	Student Success Coach I	08/28/2023
Michael Dunlap	Accounts Receivable/Collection Technician	09/11/2023
Ashley Krzesinski	Student Records Evaluator	08/21/2023
Kathryn Szamocki	Program Assistant, Social Scs & Business	08/07/2023
Lisa Volk-Draper	Chemical Hygiene Officer/Lab Supervisor	10/02/2023

RESIGNATION

Lindee Hall Pratt	Curriculum Specialist	08/31/2023
Patricia Leamon	Writing Center Specialist	08/10/2023

INTERIM ASSIGNMENT

Lynn Gerton, Assistant to the Vice President-Academic Services, will be taking on additional responsibilities for concurrent enrollment on an interim basis. This assignment will be effective August 22, 2023 and continue until the Director, Concurrent Enrollment position is filled. This assignment comes with a 5% of base pay stipend.