

## MEMORANDUM

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** December 11, 2023

### POSITION VACANCIES

#### Classified

Building Custodian - 2 (FT)  
 Donor Relations Coordinator (FT)  
 Program Assistant, Center for Academic Success (FT)  
 Program Assistant, Open Door Workforce Equity Initiative (FT)

#### Professional

Admissions Specialist (FT)  
 Application Developer I (FT)  
 Communications Manager (FT)  
 Community Education Culinary Coordinator (FT)  
 Compliance and Prevention Coordinator (FT)  
 Early Childhood Education Advocate (FT)  
 Instructional Designer (FT)  
 Student Success Coach I (FT)

#### Administrator

Director, Recruitment and Admissions (FT)  
 Program Director, Welding (FT)  
 Registrar (FT)

### RESIGNATIONS

Evan Barber	Help Desk Specialist II	12/11/2023
-------------	-------------------------	------------

### TRANSFERS

Rhilee Cochran	Advancement Program Specialist	01/02/2024
Sean Edmondson	Accounting Technician, Disbursements	01/22/2024

### NEW HIRES

Allyssa Finder	Student Success Coach I	01/02/2024
Deanne Mott	Student Success Coach I	01/08/2024
Kellee Phillips	Student Care Coordinator	01/02/2024