

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: July 23, 2025

POSITION VACANCIES**Classified**

Building Custodian (FT)
Child Development Assistant (FT)
Program Assistant, Student Engagement & Wellbeing (FT)
Public Safety Assistant, LLCC Jacksonville (PT)
Public Safety Assistant, LLCC Litchfield (PT)

Professional

Electronic Resources & Library Systems Manager (FT)
Student Success Advisor I (FT)
Student Records Specialist (FT)

Administrator

Program Director, Diesel Technologies (FT)

Full-time Faculty

Instructor, Basic Nurse Assistant
Instructor, English (one-year, temporary)

RESIGNATION

Elliott, Tiffany-Anne	Academic Support Programs Coordinator	07/15/2025
Lewis, Brandon	Program Navigator, WEI	07/10/2025
Prescott, Karrie	Administrative Assistant to dean, NASC	08/09/2025

PROMOTION

Clanton, Lisa	Program Navigator, WEI	07/21/2025
Davis, Jennifer	West Lake Nature Grove Coordinator	07/21/2025
Denton, Mion	Student Engagement Coordinator	07/01/2025

TRANSFER

Dean, Alexander	Student Success Advisor I	07/14/2025
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NEW HIRES

Hawks, Evan	Course Materials Coordinator	07/15/2025
Huff, Connie	Accountant	08/04/2025
Kajjam, Haritha	IT Project Manager	08/18/2025

PART-TIME TO FULL-TIME

Kriegel, Skylar	Access Specialist	07/16/2025
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SALARY GRADE ADJUSTMENT

The JDQ for Anna Chamberlain, Financial Aid Compliance Specialist, was recently reevaluated due to increased responsibilities. Her position is now placed in salary grade H with a title change to Financial Aid Compliance Coordinator. This change is effective July 1, 2025.