

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** January 25, 2023

**POSITION VACANCIES**

**Classified**

Accounting Technician, Disbursements (FT)  
Enrollment Services Representative (FT)  
Parent Educator (PT)

**Professional**

Agriculture Program Specialist (FT)  
Application Developer I (FT)  
Health Professions Recruiter (FT)  
Network Administrator (FT)  
Student Enrollment Advisor (FT)  
Website and Social Media Writing Coordinator (FT)

**Administrator**

Director, Faculty Development (FT)  
Director, Student Engagement (FT)  
Program Director, Industrial Maintenance and Electrical (FT)

**Faculty**

Accounting & Business Instructor  
Biology Instructor  
Computer Science Instructor  
Integrated Media Design Instructor

**NEW HIRES**

Edward Brown	IT Trainer/Technical Writer	01/01/2023
Skylar Kriegel	Library Assistant	01/04/2023
Patricia Leamon	Writing Center Specialist	01/09/2023
Russell Michelich	Webstore Technician	01/02/2023

## **RESIGNATIONS**

Donna Adams	Enrollment Services Representative	12/16/2022
Katie Elsenheimer	Program Assistant, WEI	01/19/2023
Caitlin Perry	Website & Social Media Writing Coord	01/13/2023

## **PROMOTIONS**

Clayton Mason	Research & Analytics Associate II	01/01/2023
Amy Williams	Academic Services Coordinator	01/16/2023

## **INTERIM ASSIGNMENTS**

Lynn Gerton, Academic Services Assistant, will be serving as Assistant to the Vice President-Academic Services on an interim basis. This assignment will be effective January 16, 2023 and continue until the position is filled. This assignment comes with a 10% of base pay stipend.

Lindsey Weihmeir, Admission Specialist, will be assuming supervisory responsibilities of the Enrollment Services Representatives on an interim basis. This assignment will be effective January 17, 2023 and continue until further notice. This assignment comes with a 10% of base pay stipend.