

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: June 26, 2024

POSITION VACANCIES

Classified

- Accounting Technician, Disbursements (FT)
- Accounts Receivable/Collection Specialist (FT)
- Administrative Assistant to the Dean, Arts & Communication (FT)
- Building Custodian (FT)
- Child Development Assistant (FT)
- Education Services Representative, LLCC Jacksonville (PT)

Professional

- Instructional Designer – 2 (FT)
- Nursing Skills Lab Professional (FT)
- Police Officer (FT)
- Student Success Coach I (FT)

Administrator

- Director, Athletics
- Program Director, Medical Laboratory Technician

Full-time Faculty

- Commercial Electrical/Industrial Maintenance Instructor
- Construction Technologies Instructor

NEW HIRE

Robine Bolen	Building Custodian, LLCC Beardstown 18hrs/week	07/01/2024
Brianna VanMeter	Recruitment Specialist	07/08/2024

TRANSFER

Gianna Hines	Financial Aid Advisor & Outreach Specialist	06/24/2024
Kathryn Szamocki	Academic Services Assistant (20 hours/week)	07/01/2024

PROMOTIONS

Sean Edmondson	Bookstore Operations Manager	07/01/2024
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SALARY GRADE ADJUSTMENT

The JDQ for Jennifer Roberts, Accounts Receivable/Collection Technician, was recently reevaluated due to a reconfiguration of responsibilities. Her position is now placed in salary grade E with a title change to Accounts Receivable/Collection Specialist. This change is effective June 16, 2024.