

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** July 24, 2024

**POSITION VACANCIES**

**Classified**

- Accounting Technician, Disbursements - 2 (FT)
- Accounts Receivable/Collection Specialist (FT)
- Administrative Assistant to the Dean, Arts & Communication (FT)
- Building Custodian -2 (FT)
- Child Development Assistant (FT)
- Education Services Representative, LLCC Jacksonville (PT)

**Professional**

- Instructional Designer – 2 (FT)
- Student Success Coach I (FT)

**Administrator**

- Director, Athletics
- Program Director, Medical Laboratory Technician

**Full-time Faculty**

- Instructor, Construction Technologies

**NEW HIRES**

Delaney Patton	Nursing Skills Lab Professional	08/01/2024
Hannah Smith	Police Officer	07/01/2024

**PROMOTIONS**

Tiffany Luxner	Database & Financial Reporting Analyst	07/01/2024
Kassie Thompson	Accounting Specialist	07/01/2024

**RESIGNATIONS**

Zachary Norris	Building Custodian	07/02/2024
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**RETIREMENTS**

Rick Lashbrook	General Maintenance Tech, Jacksonville	08/07/2024
Karla Wilham	Information Technology Specialist	08/08/2024