

### Staff Availability and Mission

Division staff work a hybrid schedule (on campus and remotely). The best way to reach a staff member is via email, Skype for Business, or arranging an in-person meeting during business hours. Division staff work do not check email/phone after business hours or on weekends/University holidays.

Our team strives to provide outstanding academic and administrative support for the development of students, faculty, staff, and the community through high-quality service, collaboration, and guidance.

### Wes Love

**Student Engagement Coordinator | 123D PH**  
[wes-love@uiowa.edu](mailto:wes-love@uiowa.edu) | 319-467-4431

- Student recruitment and resource networking
  - Hawkeye Visit Days, Major, Fairs, Major + Minor Info Sessions
- Supervisor for division student ambassadors
  - Oversee social media accounts and bulletin board content creation in partnership with faculty leaders
- Collaborate with faculty and staff on programming/events
- Staff mentor for student organizations related to DWLLC
- Liaison with Office of Admissions, CLAS recruitment team

### Shahd Taha

**Operations Specialist | 111C PH**  
[shahd-taha@uiowa.edu](mailto:shahd-taha@uiowa.edu) | 319-335-0802

- Main office operations and PH building coordinator
  - Keys, building access, and office arrangements
  - Oversee reservations for DWLLC-owned spaces
  - Building maintenance issues
- P-card purchases (all except travel), direct billing letters
- Event support
- Division scholarships
- One Day for Iowa
- Donor acknowledgements support
- Supervisor for main office student workers and reception
  - Oversee [dwllc-frontdesk@uiowa.edu](mailto:dwllc-frontdesk@uiowa.edu) and [ui-dwllc@uiowa.edu](mailto:ui-dwllc@uiowa.edu)
  - See student tasks below

### Student Workers

**Elizabeth, Kiernan, Maya, Sophie | 111PH**  
[dwllc-frontdesk@uiowa.edu](mailto:dwllc-frontdesk@uiowa.edu) | 319-335-2923

- Greet office guests, respond to calls and emails
- Distribute mail/ packages messaging
- Complete Surplus requests
- Update Departmental contacts lists
- PH room reservations
- Printer set up support
- Bookmarked pdf assembly
- Complete administrative projects as assigned

### Gabbie McDermott

**Division Administrator | 123E PH**  
[gabriella-mcdermott@uiowa.edu](mailto:gabriella-mcdermott@uiowa.edu) | 319-467-4250

- Guide operational, financial, and HR activities
- Supervise staff, manage administrative processes/policies
- Oversee annual faculty reviews, promotion and tenure cases, and faculty and staff searches
- Develop and implement strategic plans
- Oversee facility improvements and assignments
- Liaison with UICA

### Lynette Williams

**American Sign Language (ASL) Staff Interpreter | 111B PH**  
[lynette-williams@uiowa.edu](mailto:lynette-williams@uiowa.edu) | 319-467-4256

- Interpret for DWLLC/ASL program
- Coordinate team interpreters (Hands Up)
- Course management for **ASL**
  - MAUI updates, special permissions, waitlist management, classroom scheduling
  - General Catalog updates
- Manage [asl-program@uiowa.edu](mailto:asl-program@uiowa.edu)
- Collaborate with CLCL for ASL program technology support
- Travel and lodging arrangements/purchasing

### Karina Escobedo

**Academic Programs Associate | 111E PH**  
[karina-escobedo@uiowa.edu](mailto:karina-escobedo@uiowa.edu) | 319-335-0801

- Course management for **LING, SPAN-PORT, GRMN, LAS, and IS**
  - MAUI updates, special permissions, waitlist management, classroom scheduling
  - General Catalog updates
- Graduate coordinator for **SPAN MFA/MA/PhD, LING MA/PhD**
  - Graduate student liaison for program requirements (graduate admissions, processes, deadlines, and requirements)
  - Graduate College forms and exams and defenses (scheduling)
  - Graduate student records maintenance
  - Execute TA contracts, process TA appointments
  - Organize graduate student/TA orientation

### Kathleen Maris Paltrineri

**Center for Global Literacy and Translation (CTGL) Coordinator | 123B PH**  
[kathleen-maris-paltrineri@uiowa.edu](mailto:kathleen-maris-paltrineri@uiowa.edu)

- CTGL operations
  - Programming
  - Budget management
  - Networking
  - Supervisor for CTGL student employees/interns
  - Manage [ctgl-connect@uiowa.edu](mailto:ctgl-connect@uiowa.edu)

**OFFICE:** 111 PHILLIPS HALL  
**HOURS:** 8:00 AM – 5:00 PM Monday – Friday

**MAIN PHONE:** (319) 335-2923  
**FRONT DESK:** [dwllc-frontdesk@uiowa.edu](mailto:dwllc-frontdesk@uiowa.edu)

### Dan Junis

**English as a Second Language (ESL) Programs Coordinator | 1120 UCC**  
[daniel-junis@uiowa.edu](mailto:daniel-junis@uiowa.edu) | 319-335-0688

- Main office operations and administrative support for ESL programs office
- Manage [esl-program@uiowa.edu](mailto:esl-program@uiowa.edu) and [esl-ccp@uiowa.edu](mailto:esl-ccp@uiowa.edu)
- Course management for **ESL**
  - MAUI updates, special permissions, waitlist management, classroom scheduling
  - General Catalog updates
- Liaison for TAPE and EPE testing, Campus Conversation Partners, and English Language Center

### Constance Judd

**Academic Programs Associate | 123C PH**  
[constance-judd@uiowa.edu](mailto:constance-judd@uiowa.edu) | 319-467-3154

- Course management for **FREN-ITAL, TRNS, ASLL, WLLC, and BTAA** courseshare
  - MAUI updates, special permissions, waitlist management, classroom scheduling
  - General Catalog updates
- Graduate coordinator for **FREN MA/PhD and TRNS MFA**
  - Graduate student liaison for program requirements (graduate admissions, processes, deadlines, and requirements)
  - Graduate College forms and exams and defenses (scheduling)
  - Graduate student records maintenance
  - Execute TA contracts, process TA appointments
  - Organize graduate student/TA orientation

### Andria Pooley

**Translation Programs Assistant | 111F PH**  
[andria-pooley@uiowa.edu](mailto:andria-pooley@uiowa.edu) | 319-335-0654

- Administrative support for Translation programs (MFALT, BA, Minor in Translation for Global Literacy)
- Manage [translation-programs@uiowa.edu](mailto:translation-programs@uiowa.edu)
- Develop internship partnerships and community outreach initiatives
- Organize and collaborate on guest travel and events
- Support dual degree plans of study development

### Other Contacts:



**Beth Mellinger | 123A PH**  
[beth-mellinger@uiowa.edu](mailto:beth-mellinger@uiowa.edu)  
 | 319-353-2190

Senior Financial Analyst, CLAS

- Budget management, funding updates



**Jenny Ritchie ([uss-dwllc@uiowa.edu](mailto:uss-dwllc@uiowa.edu))**  
 | 319-355-6320

Accountant, University Shared Services

- Procurement Card reconciliation, Travel and Travel Expense Vouchers, Purchase Requisitions, eVouchers, Reimbursements, eDeposits



**Emily Pelikan | 121 PH**  
[dwllc-help@uiowa.edu](mailto:dwllc-help@uiowa.edu)

IT Support Consultant, CLAS

- Technical support for issues that can't be resolved by the UI Help Desk ([its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu))
- Consulting on technology uses in the classroom, STFs, startup funds, and more



**Meredith Mahy Gall | 111D PH**  
[meredith-gall@uiowa.edu](mailto:meredith-gall@uiowa.edu)

Academic Advisor, CLAS

- Undergrad advisor for DWLLC



**Sylvia Gomez | SH**  
[sylvia-gomez@uiowa.edu](mailto:sylvia-gomez@uiowa.edu)

Human Resources Manager, CLAS

- Appointment-related questions (University policy, benefits, payroll, FSDS, campus resources)