**Tom Koeppe**

**Interim Division Administrator | 111E PH**

- 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

**OFFICE: 111 Phillips Hall**
**HOURS: 8:00 AM – 5:00 PM Monday – Friday**
**MAIN PHONE: (319) 335-2923**
**FRONT DESK: dwllc-frontdesk@uiowa.edu**

---

**TBD - Vacant**

**Administrative Services Specialist | 123PH**

- P-card purchases, direct billing letters, travel and lodging arrangements, guest artist compensation, GE oversight for Spanish
- Event support for Spanish
- Spanish scholarships
- One Day for Iowa for Spanish
- Donor acknowledgments support
- Graduate coordinator for SPAN MFA/MA/PhD
  - Graduate student liaison for program requirements
  - Graduate College forms and exams and defenses (scheduling)
  - Graduate student records maintenance
  - Execute TA contracts, process TA appointments
  - Organize graduate student/TA orientation
- Course management oversight for SPAN PORT and LA S
- Support dual degree plans of study development

---

**Shah Taha**

**Operations Specialist | 111C PH**

- Main office operations and PH building coordinator
  - Keys, building access, and office arrangements
  - Oversee reservations for DWLLC-owned spaces and bulletin boards
  - Building maintenance issues
  - P-card purchases, direct billing letters
  - Travel and lodging arrangements/purchasing
  - Event support
  - Division scholarships
  - One Day for Iowa
  - Donor acknowledgments support
  - Supervisor for main office student workers and reception
  - Organize graduate student/TA orientation
  - Support dual degree plans of study development

---

**Constance Judd**

**Academic Programs Associate | 123C PH**

- Course management for ARAB, CHIN, FREN, ITAL, JPN, KORE, RUSS, SWAH, WLLC, and BTAA courses
  - MAUI updates, special permissions, waitlist management, classroom scheduling
  - General Catalog updates
- Graduate coordinator for FREN MA/PhD, LING MA/PhD, SPAN MFA/MA/PhD, and TRNS MFA
  - Graduate student liaison for program requirements
  - Graduate College forms and exams and defenses (scheduling)
  - Graduate student records maintenance
  - Execute TA contracts, process TA appointments
  - Organize graduate student/TA orientation
  - Support dual degree plans of study development

---

**Student Workers**

- Abby, Elizabeth, Kieran, Maya | 111PH
- 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

---

**Lynette Williams**

**American Sign Language (ASL) Interpreter | 111F & 661 PH**

- Interpret for DWLLC/ASL program
- Coordinate team interpreters (Hands Up)
- Collaborate with CLCL for ASL program technology support
- Manage asl-program@uiowa.edu, esl-program@uiowa.edu
- Liaison and administrative support for SPEC (TAPE) testing
- Course management for ASL, ESL, GERM, IS, LING, LA S, PORT, and SPAN
  - MAUI updates, special permissions, waitlist management, classroom scheduling
  - General Catalog updates
  - Backup p-card holder

---

**Other Contacts:**

- **Beth Mellinger | 123A PH**
  - (319) 335-2190
  - Senior Financial Analyst, CLAS
  - Budget management, funding updates

- **Emily Ritches (urs-dwllc@uiowa.edu) | (319) 355-6320**
  - Accountant, University Shared Services
  - Procurement Card reconciliation, Travel and Travel Expense Vouchers, Purchase Requisitions, eVouchers, Reimbursements, eDeposits

- **Beth Mahy Gall | 111D PH**
  - (319) 335-2282
  - Undergrad advisor for DWLLC
  - Academic Advisor, CLAS

- **Sylvia Gomez | SH**
  - Academic Advisor, CLAS

- **Human Resources Manager, CLAS**
  - Appointment-related questions (university policy, benefits, payroll, FSDS, campus resources)

---

**TBD - Vacant**

**American Sign Language (ASL) Staff Interpreter (50%) | 661 PH**

- Interpret for DWLLC/ASL program
- Interpret for other units on campus as requested and assigned
- Administrative tasks as assigned

---

**Kathleen Maris Paltrineri**

**Center for Global Literacy and Translation (CTGL) Coordinator (50%) | 523 PH**

- CTGL operations
  - Programming and networking
  - Budget management
  - Supervisor for CTGL student employees/interns
  - Manage ctgl-connect@uiowa.edu

---

**Division 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.