

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.

TBD - Vacant

Administrative Services Specialist | 123B PH
@uiowa.edu | Phone Number

- 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 acknowledgements support
- Graduate coordinator for **SPAN MFA/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
- Course management oversight for **SPAN, PORT, and LA S**
- Support dual degree plans of study development

Constance Judd

Academic Programs Associate | 123C PH
constance-judd@uiowa.edu | 319-467-3154

- Course management for **ARAB, CHIN, FREN, ITAL, JPNS, KORE, RUSS, SWAH, WLLC, and BTAA** courseshare
 - 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 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
- Support dual degree plans of study development

Tom Koepfel

Interim Division Administrator | 111E PH
thomas-koepfel@uiowa.edu | 319-335-0134

- 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

Shahd Taha

Operations Specialist | 111C PH
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 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 acknowledgements support
- Supervisor for main office student workers and reception
 - Oversee dwllc-frontdesk@uiowa.edu and ui-dwllc@uiowa.edu
 - Partner with staff and faculty on student project assignments
 - See student tasks

Student Workers

Abby, Elizabeth, Kiernan, Maya | 111PH
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

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

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

Lynette Williams

American Sign Language (ASL) Interpreter | 111F & 661 PH
lynette-williams@uiowa.edu | 319-467-4256

- 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, GRMN, IS, LING, LA S, PORT, and SPAN**
 - MAUI updates, special permissions, waitlist management, classroom scheduling
 - General Catalog updates
- Backup p-card holder

TBD - Vacant

American Sign Language (ASL) Staff Interpreter (50%) | 661 PH
@uiowa.edu | Phone Number

- 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
@uiowa.edu | Phone Number

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

Other Contacts:



Beth Mellinger | 123A PH
beth-mellinger@uiowa.edu

| 319-353-2190
Senior Financial Analyst, CLAS
• Budget management, funding updates



Jenny Ritchie (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

IT Support Consultant, CLAS
• Technical support for issues that can't be resolved by the UI Help Desk (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

Academic Advisor, CLAS
• Undergrad advisor for DWLLC



Sylvia Gomez | SH
sylvia-gomez@uiowa.edu

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