Division of World Languages, Literatures & Cultures
111 PH—Staff Listing of Job Distribution*

Front Desk Reception – (5-2923) dwllc-frontdesk@uiowa.edu
- Completes copy/scan requests
- Contact for supply needs/maintain supply list
- Schedule conference room reservations
- Reports maintenance issues to Facilities Management (5-5071)
- Distribute campus/postal mail
- Inventory & restock copy paper/supplies

Denise Hamer – Course Management (3-2206) denise-hamer@uiowa.edu
- Curriculum development and collection of syllabi
- Enter course descriptions/instructors (into MAUI)
- Classroom assignment/reservations
- Event planning (reservations/food/TA orientations)
- Assist faculty with editing course flyers
- Calendar scheduling for Director

Matt Lively – Grad/Undergrad Student Support (5-2245) matt-lively@uiowa.edu
- Graduate Admissions
- Maintain list of majors and assign advisors (undergraduates)
- Process Grad College and Registrar forms/Schedule graduate exams
- Schedule campus visits for prospective students
- Maintain ICON site for grad student info
- Maintain/update graduate listservs
- Front Desk student supervisor

Beth Mellinger – Accountant (3-2190) beth-mellinger@uiowa.edu
- Monitors & maintain all account spreadsheets
- Assist with grant budgeting and routing forms
- Reconciler for all Pcards
- Review & approve Travel
- Foundation accounts
- Send out monthly funding updates

Elena Osinskaya – Language Initiatives Manager (4-3594) elena-osinsky@uiowa.edu
- ALLNet (Autonomous Language Learning Network) administration
- FLTA (Foreign Language Teaching Assistants) administration
- Graduate Admissions for FLARE (SLA)
- Division Coordinator for event marketing/advertising/flyers
- Digital Signage/Web Support back-up

Merry Powell – HR Assistant/Web Support (5-3402) merry-powell@uiowa.edu
- Faculty/TA contract letters & appointments
- Speakers/Job candidate/TA travel vouchers
- Building keys inventory/distribution & maintain building hours
- Supervise order/distribution of ACE forms
- Purchasing & Reimbursements for faculty
- Maintain/update listservs

Heidi Van Auken – Division Administrator (5-2235) heidi-vanauen@uiowa.edu
- Human Resource Unit Rep (e.g. COGS questions/student bills)
- Office management
- Immigration paperwork/issues
- Building Coordinator
- PTEAP/PAR/CDA/P&T/CV collection
- Faculty searches/leaves

This list does not reflect all duties performed—and is subject to change. Only common tasks related to faculty/students/public are listed—January 22, 2014
*If duties change the present document will be revised and the changes announced to all faculty and staff in the Division.