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

Daniel Babb – University Shared Services (4-3594)
dss-babb@uiowa.edu
- e-Voucher purchasing
- Reimbursements (including Travel)
- Procurement Card Reconciling

Ali Casella – Graduate Program Coordinator (5-2245)
alison-casella@uiowa.edu
- Graduate Admissions/TA Contracts
- Process Grad College and Registrar forms/Schedule graduate exams
- Schedule campus visits for prospective students
- Social media content/Promotional materials
- Assist faculty with editing course flyers

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

Jenna Miller – Academic Coordinator/Asst. to Director (5-0632) jenna-miller@uiowa.edu
- Asst. to Director, including calendar scheduling
- Front Desk (student worker) supervisor
- Curriculum development & collection of syllabi
- Enter course descriptions/instructors (in MAUI)
- Classroom assignment/reservations
- General Catalog/Prereqs/Special Permission

Merry Powell – Asst. to Administrator (5-3402)
merry-powell@uiowa.edu
- Faculty/Visitor contracts & appointments
- Procurement Card Purchasing
- Assist with faculty searches/reviews
- Assist with immigration paperwork/issues
- Guest Speaker/Event Planning assistance (travel/food/reservations)
- Manage scholarship applications
- Classroom Evaluation (ACE) Results
- Maintain/update departmental listservs
- Building keys distribution
- Update website information

Matt Swanson – IT, CLAS
matthew-k-swanson@uiowa.edu
- IT Representative for the DWLLC
- Contact for Initial Computer Replacement needs and purchase requests

Becca Tritten – Division Administrator (5-2235)
rebecca-tritten@uiowa.edu
- Administrator for Division, including operations management
- Building Coordinator
- PTEAP/PAR/CDA/P&T/Annual Reviews
- Faculty searches/leaves

Tiffany Phillips – Senior Academic Advisor, CLAS (3-2206) tiffany-b-phillips@uiowa.edu
- Undergraduate advising - minors/2nd year majors
- Assigns faculty advisors to 3rd/4th year majors
- Reviews degree audits
- Information about campus resources
- Questions about course registration
- Questions about adding a second major, minor, or certificate program

This list does not reflect all duties performed—and is subject to change. Only common tasks related to faculty/students/public are listed

*If duties change the present document will be revised and the changes announced to all faculty and staff in the Division.