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)  
dws-babb@uiowa.edu
- e-Voucher purchasing
- Reimbursements (including Travel)
- Procurement Card Reconciling

**Alison Casella** – Graduate Program Coordinator  
(5-2245) email@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  
(5-2923) 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

**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)
- Visiting Scholars (J-1) immigration paperwork

**Merry Powell** – Asst. to Administrator (5-3402)  
merry-powell@uiowa.edu
- Faculty/Visitor contracts & appointments
- Procurement Card Purchasing
- Assist with faculty searches
- 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

**Rebecca 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

**Amanda Tusing** – Senior Academic Advisor, CLAS  
(3-2206) amanda-tusing@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 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.*