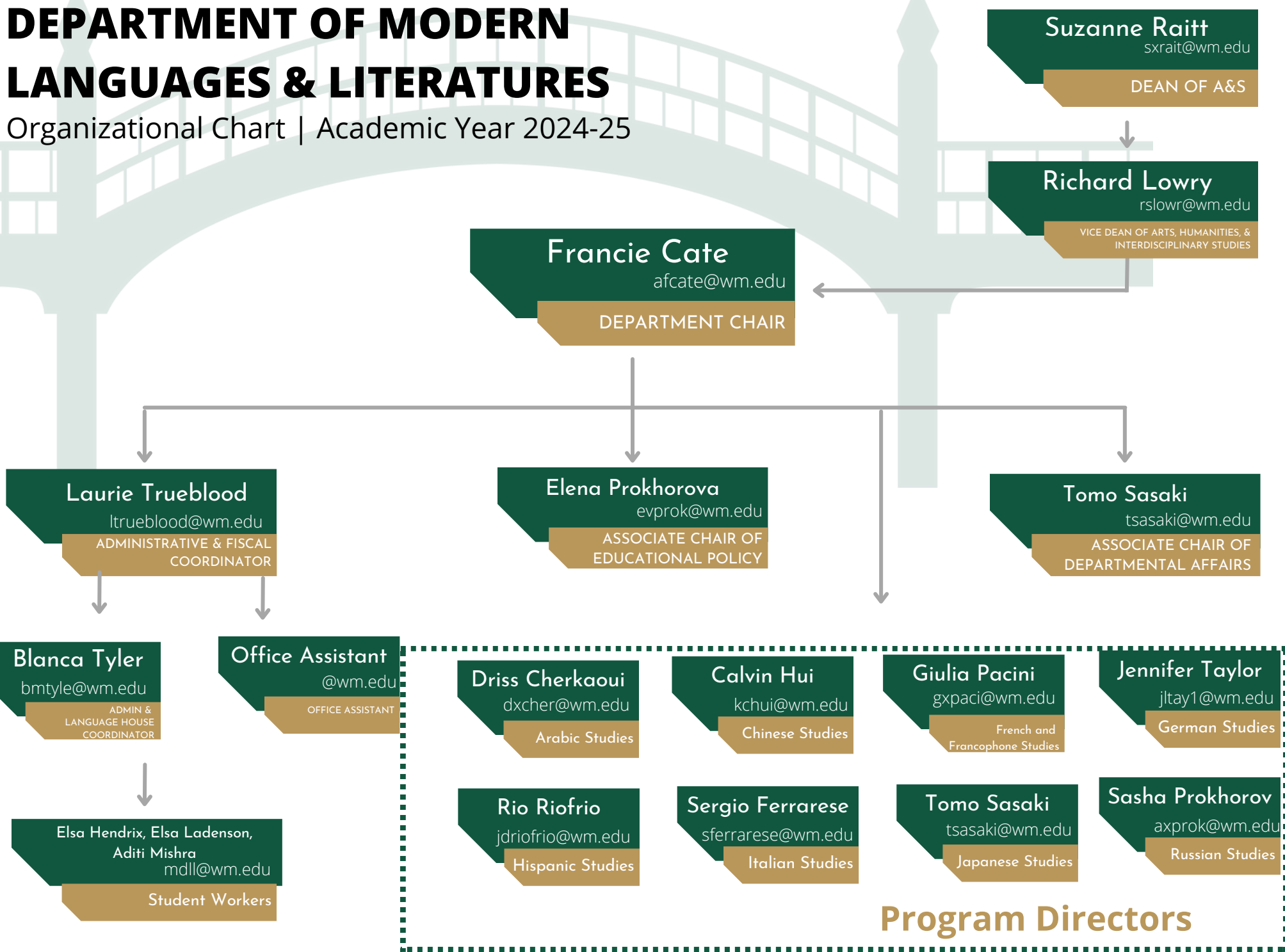


DEPARTMENT OF MODERN LANGUAGES & LITERATURES

Organizational Chart | Academic Year 2024-25



Program Directors

DEPARTMENT OF MODERN LANGUAGES & LITERATURES

Organizational Brief Position Descriptions | Academic Year 2024-25

Department Chair: Supervise Administrative & Fiscal Coordinator; Operational & Financial Department Matters; Liaison to the Dean's Office & other Administrative Officers.

Associate Chair of Educational Policy: Chair of Policy Committee; Scheduling Coordinator; Oversight of Faculty Manual/blog updates.

Associate Chair of Departmental Affairs: Chair Diversity and Inclusion Committee; MLL Web Committee & Global Voices; Language Houses; Homecoming; MLL workshops/coffee hours.

Administrative & Fiscal Coordinator: First point of contact for all faculty travel authorizations; expenses & reimbursements; expenses related to department, local, foundation, and startup budgets; accts payable & receivable; JV reimbursements; grants admin; student awards & scholarships; personnel matters (supports faculty searches, onboarding, personnel reviews, moving and relocation); procurement of goods & services.

Administrative & Language House Coordinator: First point of contact for course scheduling, course and program related room reservations, program list serves, and program reports; facilities work orders; undergraduate student employment; and all Language Houses/International Fellows matters (e.g. Language House budgets and list serves, International Fellow contracts, etc.).

Office Assistant: First point of contact for students, professors and guests. Reves Center Study Abroad Liaison. Department & events support, facilities and work orders contact, MLL web support.

MLL Student Workers: First point of contact for students, professors and guests. MLL Web support, department support & extracurricular events (including invited speakers, graduation), faculty syllabi/CV collection, faculty directory information.

Program Director Responsibilities: Approval of Declaration of Major/Minor; Transfer credit; COD; Pre & Post Study Abroad Requests designee; Section schedule; Catalog Copy; Program oversight assessment; Graduation details; Awards and scholarships; NTE oversight/mentoring; Replacement requests; Policy committee.