

**Joanna Szewczyk, Special Projects Coordinator and Administrative Assistant:** Joanna holds a Bachelor of Arts degree from York University, and has previously held several positions with the University of Toronto, at the Baycrest Centre and the Rotman Research Institute. Joanna has been with the Department of Language Studies Mississauga since 2011. Joanna's integral role with the Department of Language Studies involves a variety of duties including: preparation of flyers and promotional materials; coordinating the Tenure, Third-Year Review, Promotion processes as well as the academic Search and Hiring process; assisting with the dissemination, collection and collation of forms relevant to the PTR process; creating quarterly advertisement for departmental journal; providing support to faculty and staff acting as a back-up regarding student inquiries or providing information as appropriate; assisting with the preparation of reference letters for the Chair and faculty; preparing and supplying confidential reports and information to the Department Supervisor; working with the Undergraduate Counsellor to execute various administrative duties; organizing outreach and cultural initiatives for the Department such as the High School Contests, the Italian Play program, FrancoFun Day, Annual Awards Evening, and coordinating the logistics of visits by guest lecturers or cultural dignitaries.