

MBG's secretariat



**Inge
Danielsen**

Head of Secretariat

- Secretarial assistance to and member of the Management Committee
- Representative from MBG in relation to faculty and university administration



**Gitte
Dueholm**

- Workzone filing
- Handling of mail and shipments
- Access to buildings for new staff and students
- Office spaces
- Purchasing coffee, canteen supplies, and other products
- Room booking and ordering of catering for meetings
- Practical help for larger events
- Management of office supplies



**Dorte
Abildskov**

- Holiday, illness, maternity/paternity leave
- Access cards/keys
- Introductory material for new staff
- Receptions (anniversary, inaugural lectures, retirement, etc.)
- Support to the Liaison Committee
- Support to the Departmental Management Committee
- Support to the annual meeting
- MitHR
- General support to staff, students and guests



**Rikke Mie
Rahbek**

- Staff and student registration (MSK)
- Access cards/access to buildings
- Film badge dosimeter
- Teaching support
- Kjeldgaard Lectures, Brian Clark Lectures MBG internal seminars
- IndFak/RejsUd/Settlement for external partners
- Reex
- Purchasing office supplies and other products
- General support to staff, students and guests
- Young Investigator Symposium
- Contact for art funds/responsible for deposited and donated art



**Lisbeth
Helesen**

Internal and external communication

- Websites
- Weekly internal newsletter
- Social media (Twitter, LinkedIn, Facebook)
- Contact with the media (Ritzau, EurekAlert etc.)
- News articles
- Slides for information screens
- Photos
- Translations
- Layout (InDesign, Illustrator, Photoshop)



**Birgitte
Larsen**

- Conference Manager
- Workzone Super User
- Brightspace administrator
- PURE
- Visa application for interns/guests
- RejsUd and Settlement for external partners
- Occupational Health and Safety Committee
- Working environment
- Secretary for Rajagopal Scholarship committee
- Secretary for ITEASc



**Helle
Homann**

- PhD administration
- Administrative support for recruitment of postdocs/tech-adm staff (Emply)
- PhD Programme Committee
- Labbook administrator
- Registration of staff (MSK)
- AU Timeløn
- General support to staff, students and guests



**Anne Færch
Nielsen**

- Strategy and deadlines for Research applications
- Budget support, budget approval and support letters for Research applications
- Feedback on grant proposals + coordination of internal peer review
- Recruitment (Emply) of assistant professor, associate professor, professor
- Registration of research applications in ReAp and Workzone
- Support to the Research Committee
- MBG Young Investigator Symposium
- MBG postdoc association
- Nominations for research prizes and committees