



# 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**

- Registration of research applications in ReAp and material in Workzone
- Handling of mail and shipments
- Ordering products
- Room booking and booking of catering for meetings
- Practical help for larger events
- Access to buildings for new staff and students



**Dorte  
Abildskov**

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



**Rikke Mie  
Rahbek**

- Staff and student registration (MSK)
- Mailing Lists
- Access cards/keys
- Film badge dosimeter
- Teaching support
- Office space allocation
- Departmental Forum
- Kjeldgaard Lectures
- Thesis Projects (poster day)
- General support to staff, students and guests



**Lisbeth  
Heilesen**

### *Internal and external communication*

- Websites
- Newsletter
- Social media
- News articles
- Photos
- Translations
- Alumni network
- Annual meetings



**Birgitte  
Larsen**

- Working environment
- Workzone Super User
- Conference Manager system
- Occupational Health and Safety Committee
- Visa application for guests
- Project classifications
- RejsUd and Settlement for external partners
- PURE
- Brightspace



**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



**Mette  
Kirkegaard**

### *Application strategy and deadlines*

- Project description
- Bibliometrics
- Recruitment (Emply) of tenured staff
- ReAp
- PURE
- Research Committee