



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.)
- 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/access to buildings
- Film badge dosimeter
- Teaching support
- Kjeldgaard Lectures, Brian Clark Lectures
- MBG internal seminars
- Thesis Projects (poster day)
- IndFak/RejsUd/Settlement for external partners
- Reex
- Purchasing office supplies and other products
- General support to staff, students and guests



Lisbeth
Heilesen

Internal and external communication

- Websites
- Newsletter
- Social media
- News articles
- Information screens
- Photos
- Translations
- Alumni network



Birgitte
Larsen

- Conference Manager system
- Workzone Super User
- Brightspace
- Occupational Health and Safety Committee and working environment
- Visa application for guests
- Secretary for Young Investigator Symposium & Rajagopal Scholarship committees
- Project classifications
- RejsUd and Settlement for external partners
- PURE



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

Application strategy and deadlines

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