As a general rule, please contact the person with primary responsibility for the area. The other team members serve as backups, if needed.

External funding

	Person	Contact
zExpence (external funds)	Anette Schmidt Jeppe Lambrecht	
Budgets for external funding	Jeppe Lambrecht	
Fundraising	Kristina Bøhnke	
Project finances	Anette Schmidt Jeppe Lambrecht	
Project support	Pernille Seier Hansen	
Invoices (external funds)	Anette Schmidt Jeppe Lambrecht	

HR/internal finances

	Person	Contact
Job ads/applications/hiring process/employment	Tina Guldbrandt Jakobsen	
Keys	Tina Guldbrandt Jakobsen Ann Skovly	
Holiday/absence (illness, parental leave, etc.)	Tina Guldbrandt Jakobsen	
Student assistants, external lecturers, instructors	Tina Guldbrandt Jakobsen	
HCM	Tina Guldbrandt Jakobsen	
Center/group budgets	Ann Skovly	
Education-related expenses	Ann Skovly	
zExpence (ordinary funds)	Ann Skovly	
Internal finances/salaries overview	Ann Skovly	
Invoices (ordinary funds)	Ann Skovly	

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The PhD program

	Person	Contact
Enrollment/leave/extension	Tina Guldbrandt Jakobsen	
PhD budget	PhD supervisor Ann Skovly	
PhD defense	Ann Skovly	

Education

	Person	Contact
Employer panel	Bess Rogers	
Planning of teaching	Anna Julie Alring	
Syllabus	Christian Harring Larsen	
Cancel or relocate lecture	SAMF Planning	
Course description	SAMF Planning	
Norm accounts	Shared norm mailbox	
Study Board	Romana Careja	
Study Programme Committee (STAT)	Bess Rogers	
Study Programme Committee (JOUR)	Anna Julie Alring	
Styrelsen på Center for Journalistik	Anna Julie Alring	

Department support

	Person	Contact
Department Council	Ida Dürr Kjær-Jeppesen	
Management Group	Ida Dürr Kjær-Jeppesen	
Health and Safety Group	Johanne Holm Andersson	
Onboarding assistance	Johanne Holm Andersson	

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Practical matters (ordering, booking and print/copy)

	Person	Contact
Offices (furniture, etc.)	Ann Skovly	
Ordering office supplies	Ann Skovly	
Ordering computer glasses	Johanne Holm Andersson	
Ordering IT-equipment	Ann Skovly	
Ordering wine gifts	Ann Skovly	
Ordering catering	Student assistants	
Hotel reservations in Denmark	SDU Hotel	
Hotel reservations abroad	CWT	
Plane tickets	CWT	
DSB's business card	Ann Skovly	
Print and copy	Student assistants	
General questions about shortages, defects, etc.	Ann Skovly	
Guest lecturers (fee/wine gifts)	Ann Skovly	

Other

	Person	Contact
PURE	PURE support	
External communication (website, social media, etc.)	SoMe student assistants	