

# Meet Our Secretariat

## Department of Mathematics and Computer Science

### HR & Staff

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**Martin**, [svensson@imada.sdu.dk](mailto:svensson@imada.sdu.dk)

→ Overall responsibility, staff management, recruitment, work environment



**Lone**, [isp@imada.sdu.dk](mailto:isp@imada.sdu.dk)

→ Recruitment, work environment, leave, sickness, time tracking, pay, management support, guests



**Michael**, [mist@imada.sdu.dk](mailto:mist@imada.sdu.dk)

→ PhD enrollment and administration, room booking, web, graphics, photography, info screen, calendar

### Student Administration

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**Inge**, [huus@imada.sdu.dk](mailto:huus@imada.sdu.dk)

→ Study and exam administration, room booking



**Michael**, [michr@imada.sdu.dk](mailto:michr@imada.sdu.dk)

→ Educational development, quality assurance, reports, course evaluations, accreditation, and continuing education



**Søren**, [soul@sdu.dk](mailto:soul@sdu.dk)

→ Guidance, well-being, study environment, academic and social events, and business relations – all at Campus Kolding

### Finance, Purchasing & Facilities

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**Tove**, [nadolny@sdu.dk](mailto:nadolny@sdu.dk)

→ Travel, travel card, DSB app, reimbursement (zExpense), credit cards, and invoices



**Peter**, [pbm@sdu.dk](mailto:pbm@sdu.dk)

→ Procurement, facilities, IT, well-being, business collab, career events, and student-driven activities

### Communication & Outreach

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**Ursula**, [lundgreen@imada.sdu.dk](mailto:lundgreen@imada.sdu.dk)

→ Articles/press, social media, events and conferences, photography, film, and The Danish Science Festival



**Elouise**, [eholm@imada.sdu.dk](mailto:eholm@imada.sdu.dk)

→ Bridging activities, workshops, tours, university taster courses, IT Camp, Science Camp, Open House, and The Danish Science Festival