

DBM Secretariat.

(Get an overview of whom to contact)

Kirsten Stribley (head of secretariat)

kirs@sam.sdu.dk

- Employment of VIP and TAP
- Management support
- Educational admin support – including teaching plan and STÅ
- Internal communication

Gitte Storgaard Klausen gik@sam.sdu.dk

- Meeting coordinator and management support – Department level
- PURE
- Work environment representative
- Student assistants – CCC and C*I2M
- Coordinator for CCC and C*I2M
- Department events
- SoMe coordinator
- Web and SDUNet – coordinator of department sites. Group sites coordinated by group coordinator.
- GDPR

Student assistants

Titte, Kristine og Mai-Linh
stud.hj.dbm@sam.sdu.dk

Jette Risom jtbr@sdu.dk

- Employment and payment of part time lecturers
- Coordinator for MAP
- Student assistants for MAP
- Registration of illness, vacation, maternity/paternity leave, caredays

Eva Devantier evad@sam.sdu.dk

- Coordinator for IBE and SOD
- Workload registration (Norm)
- Tutors
- Department events
- Student assistants – IBE, SOD and DBM

Lene Holbæk lho@sam.sdu.dk

- Coordinator for FIN and ACCT
- Employment and payment of part time lecturers
- Student assistants for FIN and ACCT
- Supplies and purchases via IT services

Judy Hermansen jhe@sam.sdu.dk

- Research communication

Zameer Nasiri zameer@sam.sdu.dk or DBM-BP@sam.sdu.dk

- Overall economy
- Accounting and budgets
- Project management
- Status and budget follow-up on accounts
- Application economy

Dianna Trabjerg dipi@sdu.dk or dbm-economy@sam.sdu.dk

- Travel and expense claims, both ordinary and project - zExpense
- Invoices and credit notes - ERP
- All things regarding payments e.g. paper travel and expense claims, honorarium, internal trading, foreign invoices etc.

Secretariat e-mail

General - ivl@sam.sdu.dk

Invoices/zExpense – dbm-economy@sam.sdu.dk

Budgets, projects and general economy – DBM-BP@sam.sdu.dk