








Who Does What in the MSC Support Team – January 2021

Department and Teaching Administration

<p>Ann Bøttern Jensen</p> <p>(2Ø.085, abj.msc@cbs.dk, 3815 3185) Weekly no. of hours: 26</p>		<ul style="list-style-type: none"> ○ Responsible for MA IBC, HA PRO, HA Psyk & IT programmes ○ Teaching Related Information (newsletter) ○ Monthly mail update of new MSC colleagues and guests ○ Info on and assistance with travel booking and travel insurance ○ Contributions to Admin info in the MSC Staff News
<p>Annika Dilling</p> <p>(2Ø.082, ad.msc@cbs.dk, 3815 3200) Weekly no. of hours: 37</p>		<ul style="list-style-type: none"> ○ Head of the MSC Support Team ○ Personnel management ○ Budget and finances ○ Coordination with other CBS units ○ CBS development ○ Policies, strategy, coordination with HoD ○ Contracts
<p>Inga Rosenberg</p> <p>(2Ø.080, ir.msc@cbs.dk, 3815 3064) Weekly no. of hours: 25</p>		<ul style="list-style-type: none"> ○ Responsible for courses at HA DM, BA EB, Cand SOC, CM and HA EB ○ Organisation of the Electives call
<p>Josefine Karlstedt Nielsen</p> <p>(2Ø.077, jkn.msc@cbs.dk, 3815 3228) Weekly no. of hours: 37</p>		<p>Office Trainee</p> <ul style="list-style-type: none"> ○ Conferences, workshops, events with Lise, ○ Purchase of IT, office supplies etc.
<p>Lisbeth de Thurah</p> <p>(2Ø.086, ldt.msc@cbs.dk, 3815 5661) Weekly no. of hours: 32</p>		<ul style="list-style-type: none"> ○ Responsible for electives at BSc/MSc BLC, IMK and mandatory courses at IBA, CM FIL, CM POL, HA MAT, MSc BLC theses ○ Coordination of VIP Teaching administration in cooperation with Tine and Dorte. ○ Introduction to Teaching for new VIP in cooperation with Tine and Dorte ○ Coordination of meetings with Programme managers, HoD and HoS. ○ Main responsible for VIP Teaching administration ○ Back-up for Annika in case of absence (e.g. approval in IndFak etc.) ○ Coordination of compendia

<p>Lise Søstrøm</p> <p>(2Ø.077, ls.msc@cbs.dk, 3815 3399) Weekly no. of hours: 37</p>		<ul style="list-style-type: none"> ○ Event management ○ Office logistics and furnishing/interior decoration ○ Purchasing of IT, furniture, etc. + Lending equipment responsible ○ Approval of goods in IndFak ○ Office trainee responsible ○ Photographer, web backup to Merete ○ Health & Safety Officer (shared with Tine)
<p>Lærke Langhoff Nielsen</p> <p>(2Ø.084, ll.msc@cbs.dk, 3815 3684) Weekly no. of hours: 37</p>		<p>Office Trainee</p> <ul style="list-style-type: none"> ○ HR with Majbritt ○ Office logistics ○ Visiting researchers: registration, onboarding, support ○ Teaching administration with Maja
<p>Maja Dueholm</p> <p>(2Ø.086, md.msc@cbs.dk, 3815 3197) Weekly no. of hours: 25</p>		<ul style="list-style-type: none"> ○ DVIP/External teacher administration: HR, introduction, workshops, Prophix follow-up, communication, etc. ○ CM KOM/MA IBC theses ○ Elective courses at HA and HA IB
<p>Majbritt Vendelbo</p> <p>(2Ø.084, mv.msc@cbs.dk, 3815 3288) Weekly no. of hours: 37</p>		<ul style="list-style-type: none"> ○ HR: VIP, EMERITI, TAP, GUESTS & all other HR related questions ○ Office logistics ○ Holidays/Tempus registration ○ Student assistants: Employment, onboarding, support, coordination of tasks ○ Visiting researchers: registration, onboarding, support
<p>Marianne Bohn</p> <p>(2Ø.081, mabo.msc@cbs.dk, 3815 3209) Weekly no. of hours: 28</p>		<ul style="list-style-type: none"> ○ Responsible for mandatory courses at BSc / MSc BLC
<p>Merete Borch</p> <p>(2Ø.079, mbo.msc@cbs.dk, 3815 3389) Weekly no. of hours: 37</p>		<ul style="list-style-type: none"> ○ Websites – content pages, staff updates and news – and MSC Share site ○ Planning and minutes of Department Forum & Department meetings ○ MSC Staff News ○ Approval of goods in IndFak (mainly travels) ○ Registration of outside activities, coordination of Appraisal interviews, etc. ○ Member of the MSC Green Transition Taskforce
<p>Tine Silfvander</p> <p>(2Ø.081, tsi.msc@cbs.dk, 3815 3243) Weekly no. of hours: 37</p>		<ul style="list-style-type: none"> ○ Responsible for HA/CM KOM and HA MAK ○ Health & Safety Officer (shared with Lise) <p><i>Tine is also HK Union Representative for all of CBS</i></p>