

# FÆLLES SERVICE

Antonino Castrone  
Universitetsdirektør

## FÆLLES SERVICE

Maj Rosenstand Konst. Overbibliotekar	Flemming Koch IT-direktør	Mogens Juul Møller Campusdirektør	Henrik H. Søndergaard HR-chef	Ulla Gjølring Sekretariatschef		Lone Vestergaard Studiechef	Morten Winterberg Økonomidirektør	Martin Vive Ivø Campuschef CPH	Anders S. Kristensen Campuschef ESB
<b>AUB</b>	<b>IT-services</b>	<b>Campus Service</b>	<b>HR</b>	<b>Rektorsekretariatet</b>	<b>Kommunikation</b>	<b>Studieservice</b>	<b>Økonomi</b>	<b>Fælles Service CPH</b>	<b>Fælles Service ESB</b>
<ul style="list-style-type: none"> <li>• Accensionsteam</li> <li>• Administrationsteam</li> <li>• Ekspeditionsteam</li> <li>• Informationsteam</li> <li>• VBN/redaktion og ranking</li> <li>• ESDH-sekretariat</li> </ul>	<ul style="list-style-type: none"> <li>• Strategi og Portefølje</li> <li>• Projekt og Systemforvaltning</li> <li>• Support Services</li> <li>• Infrastruktur Services</li> <li>• Informationssikkerhed</li> </ul>	<ul style="list-style-type: none"> <li>• Administration og planlægning</li> <li>• Byggeri og drift</li> <li>• Bygningsservice</li> </ul>	<ul style="list-style-type: none"> <li>• AAU</li> <li>• Kompetenceudvikling</li> <li>• HR Servicecenter HSF</li> <li>• HR Servicecenter EST</li> <li>• HR Specialistcenter</li> <li>• International Staff Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Sekretariatsbetjening af rektorat, direktion, administrativ ledergruppe mv.</li> <li>• Mødeforberedelse af rektoratets medlemmer</li> <li>• Strategisekretariat</li> <li>• Strategisk analyse</li> <li>• Politisk rådgivning</li> <li>• Juridiske spørgsmål</li> <li>• Events</li> </ul>	<ul style="list-style-type: none"> <li>• Strategi-kommunikation</li> <li>• Rådgivning af ledelsen vedr. kommunikation</li> <li>• Koordination af tværfakultære kommunikations-aktiviteter</li> <li>• Markedsføring</li> <li>• Presse</li> <li>• Web: aau.dk og intranet</li> <li>• Events</li> </ul>	<ul style="list-style-type: none"> <li>• AAU Karriere</li> <li>• Kvalitetssikring</li> <li>• Optagelse og efteruddannelse</li> <li>• Sekretariat</li> <li>• Studievejledning og Internationalt Kontor</li> <li>• SU og Studie-IT</li> <li>• Nordjysk Elitesport</li> <li>• Studentersamfundets Sekretariat</li> <li>• Studievalg Nordjylland</li> </ul>	<ul style="list-style-type: none"> <li>• Bogholderi/rejsekontor /projektoekonomi</li> <li>• Indkøbsenhed</li> <li>• ØA Support/ØA-IT</li> <li>• Controllerenhed</li> <li>• Økonomistyring</li> <li>• ØC Fælles</li> </ul>	<ul style="list-style-type: none"> <li>• Campusledelse og administration</li> <li>• IT Service</li> <li>• Bygningsdrift og vedligehold</li> <li>• Virksomheds-samarbejde mv.</li> <li>• Studieservice</li> <li>• Kommunikation mm.</li> <li>• Overordnet drift og udvikling af AAU CPH</li> <li>• Ekstern repræsentation, events mv.</li> </ul>	<ul style="list-style-type: none"> <li>• Campusledelse og administration (økonomi, HR mm.)</li> <li>• IT Service</li> <li>• Campus- og bygningservice (teknik, drift, vedligehold, rengøring)</li> <li>• Studievejledning, IK og boligformidling</li> <li>• Studieseekretariat (studieservice, skemalægning, lokalebookning mm.)</li> <li>• Kommunikation mm.</li> </ul>



# AAU SHARED SERVICES

Antonino Castrone  
University Director

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Maj Rosenstand Acting Library Director	Flemming Koch IT Director	Mogens Juul Møller Director of Campus Services	Henrik H. Søndergaard Head of Human Resources	Ulla Gjørting Head of Secretariat		Lone Vestergaard Director of Studies	Morten Winterberg Chief Financial Officer	Martin Vive Ivø Copenhagen Campus Director	Anders S. Kristensen Esbjerg Campus Director
<b>AUB</b> <ul style="list-style-type: none"> <li>• Acquisitions Team</li> <li>• Management Team</li> <li>• Service Team</li> <li>• Information Team</li> <li>• VBN Editorial Office (publications and ranking)</li> <li>• Electronic Resource Management (ERM)</li> <li>• Secretariat</li> </ul>	<b>IT Services</b> <ul style="list-style-type: none"> <li>• Planning and strategy</li> <li>• Project and system management</li> <li>• IT support services</li> <li>• Infrastructure services</li> <li>• Information Security</li> </ul>	<b>Campus Services</b> <ul style="list-style-type: none"> <li>• Administration and Planning</li> <li>• Construction and Operations</li> <li>• Building Services</li> </ul>	<b>HR</b> <ul style="list-style-type: none"> <li>• AAU Competence Development</li> <li>• HR Service Centre HSF</li> <li>• HR Service Centre EST</li> <li>• HR Specialist Centre</li> <li>• International Staff Unit</li> </ul>	<b>Rector's Office</b> <ul style="list-style-type: none"> <li>• Secretarial assistance to the Rector and Pro-rector, the Executive Management, the administrative management group, etc.</li> <li>• Meeting preparations for the Rector and Pro-rector</li> <li>• AAU Strategy Secretariat</li> <li>• Strategic analysis</li> <li>• Policy advice</li> <li>• Legal issues</li> <li>• Events</li> </ul>	<b>Communication</b> <ul style="list-style-type: none"> <li>• Communication on the AAU Strategy</li> <li>• Communications consultancy to senior management</li> <li>• Coordination of cross-faculty communication activities</li> <li>• Marketing</li> <li>• Press and media</li> <li>• Web: aau.dk and intranet</li> <li>• Events</li> </ul>	<b>Study Service</b> <ul style="list-style-type: none"> <li>• AAU Career</li> <li>• Quality Assurance</li> <li>• Admissions and Continuing Education</li> <li>• Secretariat Student Guidance and International Office</li> <li>• SU Office and Study-IT</li> <li>• Elite Sports</li> <li>• Student Society Secretariat</li> <li>• Studievalg Nordjylland – the regional education and career guidance centre</li> </ul>	<b>Finance and Accounts Department</b> <ul style="list-style-type: none"> <li>• Accounts Department/Travel Office/Project Financial Management</li> <li>• Procurement Unit</li> <li>• Finance and Accounts Support and IT Support</li> <li>• Controller unit</li> <li>• Management Accounting</li> <li>• Shared Financial Services</li> </ul>	<b>AAU Shared Services CPH</b> <ul style="list-style-type: none"> <li>• Campus management and administration</li> <li>• IT Services</li> <li>• Building operations and maintenance</li> <li>• Business partnerships</li> <li>• Study Service</li> <li>• Communication etc.</li> <li>• Overall operations and development of AAU CPH</li> <li>• External entertainment, events, etc.</li> </ul>	<b>AAU Shared Services Esbjerg</b> <ul style="list-style-type: none"> <li>• Campus management and administration (finance, HR, etc.)</li> <li>• IT Services</li> <li>• Campus and building services (technical services, operations, maintenance, cleaning)</li> <li>• Student guidance, International Office and Accommodation Office</li> <li>• Study Office (study service, timetabling, room booking, etc.)</li> <li>• Communication etc.</li> </ul>

