

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
AUB	IT-services	Campus Service	HR	Rektorsekretariatet	Kommunikation	Ph.d.	Studieservice	Økonomi	Fælles Service CPH	Fælles Service ESB
<ul style="list-style-type: none"> • Accensionsteam • Administrationsteam • Ekspeditionsteam • Informationsteam • VBN/redaktion og ranking • ESDH-sekretariat 	<ul style="list-style-type: none"> • Strategi og Portefølje • Projekt og Systemforvaltning • Support Services • Infrastruktur Services • Informationssikkerhed 	<ul style="list-style-type: none"> • Administration og planlægning • Byggeri og drift • Bygningsservice 	<ul style="list-style-type: none"> • AAU Kompetenceudvikling • HR Servicecenter HSF • HR Servicecenter EST • HR Specialistcenter • International Staff Unit 	<ul style="list-style-type: none"> • Sekretariatsbetjening af rektorat, direktion, administrativ ledergruppe mv. • Mødeforberedelse af rektoratets medlemmer • Strategisekretariat • Strategisk analyse • Politisk rådgivning • Juridiske spørgsmål • Events 	<ul style="list-style-type: none"> • Strategi-kommunikation • Rådgivning af ledelsen vedr. kommunikation • Koordination af tværfakultære kommunikations-aktiviteter • Markedsføring • Presse • Web: aau.dk og intranet • Events 	<ul style="list-style-type: none"> • Ansættelse og indskrivning af ph.d.-studerende • Administration ifb gennemførelse af ph.d.-studiet • Ledelsesstøtte (ph.d.-skoleledere og dekanater) • Sekretariat for ph.d. -udvalgene • Samarbejdsaftaler • Statistiske indberetninger • Håndtering af doktorafhandlinger • Forskningsår og post-doc-forløb (SUND) • God videnskabelig praksis 	<ul style="list-style-type: none"> • Nordjysk Elitesport • Sekretariat • Studentersamfundets Sekretariat • Strategi og kvalitet • Studieadministration • Studielegalitet • AAU studievejledning og AAU Karriere • Internationalt kontor og boligkontor • Optagelse og efteruddannelse • SU og studiesystemer 	<ul style="list-style-type: none"> • Controllerenhed • Master Data Management • Økonomistyringsenhed (Partner kollegium, Analyseteam, Planlægning og Proces) • Regnskab (Projekt-økonomi, Serviceteam, Bogholderi) • Indkøbsenheden (Udbud & Indkøbsteam, E-handelsteam) • ØA Support & Rejser (ØSS-team, BI team, Rejsekontor, kommunikation) 	<ul style="list-style-type: none"> • Campusledelse og administration • IT Service • Bygningsdrift og vedligehold • Virksomheds-samarbejde mv. • Studieservice • Kommunikation mm. • Overordnet drift og udvikling af AAU CPH • Ekstern repræsentation, events mv. 	<ul style="list-style-type: none"> • Campusledelse og administration (økonomi, HR mm.) • IT Service • Campus- og bygningsservice (teknik, drift, vedligehold, rengøring) • Studievejledning, IK og boligformidling • Studieseekretariat (studieservice, skemalægning, lokalebooking mm.) • Kommunikation mm.



AAU SHARED SERVICES

Antonino Castrone
University Director

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Maj Rosenstand Acting Head Librarian	Flemming Koch IT Director	Mogens Juul Møller Director of Campus Services	Henrik H. Søndergaard Head of the HR Department	Ulla Gjølring Head of Secretariat			Lone Vestergaard Director of Studies	Morten Winterberg Chief Financial Officer	Martin Vive Ivø CPH Campus Director	Anders S. Kristensen Esbjerg Campus Director
Aalborg University Library <ul style="list-style-type: none"> • Accessions Team • Administration Team • Service Team • Information Team • VBN Editorial Office (publications and ranking) • Electronic Resource Management (ERM) • Secretariat 	IT Services <ul style="list-style-type: none"> • Strategy and Portfolio • Project and Systems Management • Support Services • Infrastructure Services • Information Security 	Campus Services <ul style="list-style-type: none"> • Administration and Planning • Construction and Operations • Building Services 	HR <ul style="list-style-type: none"> • AAU Competence Development • HR Service Centre HSF • HR Service Centre EST • HR Specialist Centre • International Staff Unit 	Rector's Office <ul style="list-style-type: none"> • Administrative support to the Rector and Pro-rector, the Executive Management, the administrative management group, etc. • Meeting preparations for the Rector and Pro-rector • AAU Strategy Secretariat • Strategic analysis • Policy advice • Legal issues • Events 	Communication <ul style="list-style-type: none"> • Communication on the AAU Strategy • Communications consultancy to senior management • Coordination of cross-faculty communication activities • Marketing • Press and media • Web: aau.dk and intranet • Events 	PhD <ul style="list-style-type: none"> • Appointment and enrolment of PhD students • Administration of the PhD study • Management support (PhD Study Directors and Deans' Offices) • Administrative support for the PhD Committees/PhD Boards • Collaborative agreements • Statistical data reports • Administration of doctoral dissertations • Research year and post 	Study Services <ul style="list-style-type: none"> • Elite Sports • Secretariat • Student Society Secretariat • Strategy and quality • Study administration and Legal resources • AAU Student Guidance and AAU Career • International Office and Accommodation Office • Admissions and Continuing Education • State education grant and student administration systems 	Finances <ul style="list-style-type: none"> • Controller unit • Master Data Management • Finance Management Unit (Partner Team, Analysis Team, Planning and Process) • Accounts (Project Finance, Service Team, Accounts Team) • Procurement Unit (Tenders & Procurement Unit, iProcurement Team) • Support & Travel (ØSS Team, BI Team, Travel Administration, Communication) 	AAU Shared Services CPH <ul style="list-style-type: none"> • Campus management and administration • IT Services • Construction and operations • Business partnerships • Study Services • Communication etc. • Overall operations and development of AAU CPH • External entertainment, events, etc. 	AAU Shared Services Esbjerg <ul style="list-style-type: none"> • Campus management and administration (finance, HR, etc.) • IT Services • Campus and building services (technical services, operations, maintenance, cleaning) • Student guidance, International Office and Accommodation Office • Study administration (student services, timetabling, room booking, etc.) • Communication etc.

