

# 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 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>• Strategikommunikation</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>• Nordjysk Elitesport</li> <li>• Sekretariat</li> <li>• Studentersamfundets Sekretariat</li> <li>• Strategi og kvalitet</li> <li>• Studieadministration</li> <li>• Studielegalitet</li> <li>• AAU studievejledning og AAU Karriere</li> <li>• Internationalt kontor og boligkontor</li> <li>• Optagelse og efteruddannelse</li> <li>• SU og studiesystemer</li> </ul>	<ul style="list-style-type: none"> <li>• Controllerenhed</li> <li>• Master Data Management</li> <li>• Økonomistyringsenhed (Partner kollegium, Analyseteam, Planlægning og Proces)</li> <li>• Regnskab (Projekt-økonomi, Serviceteam, Bogholderi)</li> <li>• Indkøbsenheden (Udbud &amp; Indkøbsteam, E-handelsteam)</li> <li>• ØA Support &amp; Rejser (ØSS-team, BI team, Rejsekontor, kommunikation)</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 bygningsservice (teknik, drift, vedligehold, rengøring)</li> <li>• Studievejledning, IK og boligformidling</li> <li>• Studieseekretariat (studieservice, skemalægning, lokalebooking mm.)</li> <li>• Kommunikation mm.</li> </ul>



# AAU SHARED SERVICES

Antonino Castrone  
University Director

## AAU SHARED SERVICES

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
<b>Aalborg University Library</b> <ul style="list-style-type: none"> <li>• Accessions Team</li> <li>• Administration 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>• Strategy and Portfolio</li> <li>• Project and Systems Management</li> <li>• 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>• Administrative support 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 Services</b> <ul style="list-style-type: none"> <li>• Elite Sports</li> <li>• Secretariat</li> <li>• Student Society Secretariat</li> <li>• Strategy and quality</li> <li>• Study administration</li> <li>• Legal resources</li> <li>• AAU Student Guidance and AAU Career</li> <li>• International Office and Accommodation Office</li> <li>• Admissions and Continuing Education</li> <li>• State education grant and student administration systems</li> </ul>	<b>Finances</b> <ul style="list-style-type: none"> <li>• Controller unit</li> <li>• Master Data Management</li> <li>• Finance Management Unit (Partner Team, Analysis Team, Planning and Process)</li> <li>• Accounts (Project Finance, Service Team, Accounts Team)</li> <li>• Procurement Unit (Tenders &amp; Procurement Unit, iProcurement Team)</li> <li>• Support &amp; Travel (ØSS Team, BI Team, Travel Administration, Communication)</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>• Construction and operations</li> <li>• Business partnerships</li> <li>• Study Services</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 administration (student services, timetabling, room booking, etc.)</li> <li>• Communication etc.</li> </ul>

