

# FÆLLES SERVICE

Søren Lind Christiansen  
Universitetsdirektør

## FÆLLES SERVICE

Maj Rosenstand Bibliotekschef	Flemming Koch IT-direktør	Mogens Juul Møller Campusdirektør	Henrik H. Søndergaard HR-chef	Lise Thorup-Pedersen Konstitueret Vicedirektør	Lone Vestergaard Studiechef	Steen Harrit Jakobsen 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>• Bygningservice</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>• Studiesekretariat (studieservice, skemalægning, lokalebooking mm.)</li> <li>• Kommunikation mm.</li> </ul>

# AAU SHARED SERVICES

Søren Lind Christiansen  
University Director

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Maj Rosenstand Head Librarian	Flemming Koch IT Director	Mogens Juul Møller Director of Campus Services	Henrik H. Søndergaard Director of the HR Department	Lise Thorup-Pedersen Acting Director of Secretariat		Lone Vestergaard Director of Studies	Steen Harrit Jakobsen 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>Finance and Accounts</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>