

DANDRITE ADMINISTRATIVE SUPPORT'S TASK-MATRIX



Astrid Munk
Research Group Coordinator
Event Coordinator



Jeanette F. Nielsen
Research Group Coordinator
Communications Officer



Susanne S. Sjøgaard
Center Manager - PROMEMO



Maria Thykær Jensen
Chief Administrative Officer

Research group support

E.g. contact person for new employees and visitors

Group support to:

- Kjærsgaard,
- Kitazawa,
- Mermet-Joret
- Müllner,
- Sun,
- Vanwallegem

Group support to:

- Jensen,
- Kim,
- Klawonn,
- Nykjær,
- Radulovic,
- Tanimura

- Center Manager - PROMEMO

Communication & outreach

- Communications Officer
- Web & graphic design
- Internal comm. & meetings
- External Comms & press
- SoMe & video

- PROMEMO related communication

Events

E.g. scientific events, social events, lectures and topical seminars

- DANDRITE event coordinator
- YoDA admin contact

- PROMEMO event coordinator

HR

E.g. employments and extensions

HR for groups:

- Kitazawa,
- Müllner,
- Sun

HR for groups:

- Jensen,
- Kim,
- Klawonn,
- Nykjær

- Recruitment & HR: Support Team and GLs

Management support

- EDI advisor

- Budgets & reports
- Strategy & coordination
- Business & board meetings
- Annual wheel
- Personnel manager (SDDs)
- Working environment and well-being

EMBL and Nordic EMBL Partnership

- DANDRITE's comms representative

- EMBL Partners
- NordForsk/NORPOD