

# ADMIN QUERIES? WHO TO ASK!

We are happy to be of service.

The task list below helps you to address the right person to assist you.

<b>Michael</b> <small>Directors' Assistant</small>	<b>Gabriela</b> <small>Staff Administrator</small>	<b>Sannie</b> <small>Students' Administrator</small>	<b>Bettina</b> <small>DK-Administrator</small>	<b>Fayaz and André/Milad</b> <small>(it.ens@unibe.ch)</small> <small>IT-Coordinators</small>
<ul style="list-style-type: none"> <li>- ILIAS (managing departmental groups)</li> <li>- Help booklet</li> <li>- Annual Report</li> <li>- BORIS</li> <li>- Course evaluation</li> <li>- Study plan questions</li> <li>- Website</li> <li>- Compile list matura experts</li> <li>- Organising meetings, retreats and events</li> <li>- Office door name plates and labelling pigeon holes</li> </ul>	<ul style="list-style-type: none"> <li>- Betriebskredite (BK)</li> <li>- Personnel/Finances Contracts</li> <li>- Bills / Budget</li> <li>- Reimbursements</li> <li>- eForms inquiries</li> <li>- Credit cards</li> <li>- Mailing lists staff</li> <li>- Address list staff</li> <li>- Copy Codes</li> <li>- Bridge administrator</li> <li>- Office keys</li> <li>- SBB App</li> </ul>	<ul style="list-style-type: none"> <li>- KSL</li> <li>- ILIAS</li> <li>- Timetable</li> <li>- Course booklet</li> <li>- Room bookings</li> <li>- BA/MA thesis registration</li> <li>- Confirmation letters to students</li> <li>- Office hours for students</li> <li>- Office keys</li> </ul>	<ul style="list-style-type: none"> <li>- Drittkredite (DK)</li> <li>- Personnel/Finances Contracts</li> <li>- Bills</li> <li>- Reimbursements</li> <li>- Excursion- and conference reimbursements</li> <li>- Office supplies</li> <li>- Office keys for research pool rooms (via Dekanat)</li> </ul>	<ul style="list-style-type: none"> <li>- User accounts for PCs</li> <li>- Rights for PCs and servers</li> <li>- Campus accounts</li> <li>- Campus cloud</li> <li>- Campus storage</li> <li>- Printer</li> <li>- Copy Codes</li> <li>- Recycle devices*</li> <li>- Network</li> <li>- Plan purchases</li> <li>- Hard- and software orders</li> <li>- Phones *</li> <li>- Copier/Printer</li> </ul> <p>*only university devices</p>