

# Admin Staff - Weekly Work Schedule

## Spring Semester 2024

Office hours for students by appointment with students' administrator Sannie Germann

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MORNING</b>	<b>Secretariat</b>		Gabriela Unitobler	Gabriela Unitobler		Gabriela Unitobler /Homeoffice
		Sannie Homeoffice		Sannie* Unitobler	Sannie Unitobler	
	<b>Directors' Assistant</b>		Michael Unitobler		Michael Unitobler	
	<b>Drittmittel Administration</b>		Bettina Unitobler		Bettina Homeoffice/Unitobler	
	<b>Library</b>	Sabrina @ BTO available if need be	Sabrina Unitobler or Homeoffice	Sabrina Unitobler or Homeoffice	Sabrina @ BTO available if need be	
	<b>IT</b>		Fayaz (Home Office)	Fayaz (Home Office)	Fayaz (Home Office)	
<b>AFTERNOON</b>	<b>Secretariat</b>		Gabriela Unitobler	Gabriela Unitobler		Gabriela Unitobler /Homeoffice
		Sannie Homeoffice		Sannie* Unitobler	Sannie Unitobler	
	<b>Directors' Assistant</b>		Michael Unitobler		Michael Unitobler	
	<b>Drittmittel Administration</b>		Bettina Unitobler			
	<b>Library</b>	Sabrina Unitobler or Homeoffice	Sabrina Unitobler or Homeoffice		Sabrina @ BTO available if need be	
	<b>IT</b>	Fayaz/André/Milad	Fayaz/André/Milad	Fayaz/André/Milad	Fayaz/André/Milad	Fayaz/André/Milad

Gabriela 60%

Sannie 60%

Bettina 30 %

Fayaz 45%

Sabrina 30%

Michael 40%

\*on the third Wednesday of every month, Sannie is off and works on the Tuesday before instead