<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Office</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astrid Kalt</td>
<td>061 207 36 87</td>
<td><a href="mailto:astrid.kalt@unibas.ch">astrid.kalt@unibas.ch</a></td>
<td>1.08a</td>
<td>Monday - Thursday</td>
</tr>
<tr>
<td>Barbara Kammermann</td>
<td>061 207 36 88</td>
<td><a href="mailto:barbara.kammermann@unibas.ch">barbara.kammermann@unibas.ch</a></td>
<td>1.05</td>
<td>Tuesday - Friday</td>
</tr>
<tr>
<td>Aicha Lang</td>
<td>061 207 37 50</td>
<td><a href="mailto:aicha.lang@unibas.ch">aicha.lang@unibas.ch</a></td>
<td>4.11</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Germaine Weaver</td>
<td>061 207 37 67</td>
<td><a href="mailto:g.weaver@unibas.ch">g.weaver@unibas.ch</a></td>
<td>3.21</td>
<td>full day: Mon./Tue. &amp; Thu.</td>
</tr>
<tr>
<td>Stephan Weitnauer</td>
<td>061 207 37 18</td>
<td><a href="mailto:stephan.weitnauer@unibas.ch">stephan.weitnauer@unibas.ch</a></td>
<td>reception (1.08)</td>
<td>Mon./Tue./Thu. &amp; Fri. every second Wed.</td>
</tr>
<tr>
<td>Melanie Walmer</td>
<td>061 207 37 16</td>
<td><a href="mailto:hilfsassistenz-physik@unibas.ch">hilfsassistenz-physik@unibas.ch</a></td>
<td>1.06</td>
<td>full day: Wed. morning: Tue. &amp; Thu.</td>
</tr>
</tbody>
</table>

### Overview - Administration

#### Accounting
- Contact point for the following inquiries:
  - Operating/device budget
  - Device inventory
  - University credit card & cash accounting

#### Decentralised HR
- Contact point for personnel-related inquiries for:
  - Employees of the Department of Physics
  - Students
  - Guests

#### Management
- Contact point for the following inquiries:
  - Primary concerns
  - Tender applications
  - Applications for purchase of university equipment

#### Decentralised HR 3rd Floor
- Contact point for personnel-related inquiries for:
  - Employees of the Department of Physics
  - Guests

#### Studies Administration
- Course catalogue
- Room bookings
- Teaching assignments
- Exam scheduling
- Contact point for admin. matters for students

#### Travel Management
- Recording of expense reports and forwarding to the financial services

#### Office Supplies Dispensary
- E-mail request: hilfsassistenz-physik@unibas.ch

#### Room Bookings Physics
- E-mail request: hilfsassistenz-physik@unibas.ch

### Miscellaneous
- Contact point for admin. matters related to workshop employees
- Website publications
- Outreach projects

### Administration
- Contact point for the following inquiries:
  - Operating/device budget
  - Device inventory
  - University credit card & cash accounting
  - Primary concerns
  - Tender applications
  - Applications for purchase of university equipment

### Administration Research Groups
- Prof. S. Antusch
- Prof. B. Krusche
- Prof. I. Zardo

### Administration Research Groups
- Prof. S. Goedecker
- Prof. C. Schönemberger
- Prof. D. Zumbühl

### Administration Research Groups
- Prof. C. Bruder
- Prof. J. Klinovaja
- Prof. D. Loss

### Administration Research Groups
- Prof. P. Maletinsky
- Prof. E. Meyer
- Prof. R. Warburton

### Administration Research Groups
- Prof. N. Sangouard
- Prof. P. Treutlein

### Administration Research Groups
- Prof. S. Antusch
- Prof. B. Krusche
- Prof. I. Zardo

### Miscellaneous
- Contact point for admin. matters of the groups L. Marot and T. Glatzel
- Parcel shipping natl./intl.
- Website publications
- Outreach projects

### Miscellaneous
- Contact point for admin. matters related to workshop employees
- Website publications
- Outreach projects

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26.04.2019 / al