

Overview - Administration

Astrid Kalt
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office 1.08a
Monday - Thursday

Barbara Kammermann
Tel. 061 207 36 88
barbara.kammermann@unibas.ch

office 1.05
Tuesday - Friday

Aicha Lang
Tel. 061 207 37 50
aicha.lang@unibas.ch

office 4.11
Monday - Friday morning

Germaine Weaver
Tel. 061 207 37 67
g.weaver@unibas.ch

office 3.21
full day: Mon./Tue. & Thu.
morning: Wed. & Fri.

Stephan Weitnauer
Tel. 061 207 37 18
stephan.weitnauer@unibas.ch

reception (1.08)
Mon./Tue./Thu. & Fri.
every second Wed.

Melanie Walmer
Tel. 061 207 37 16
hilfsassistenz-physik@unibas.ch

office 1.06
full day: Wed.
morning: Tue. & Thu.

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 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

Administration Research Groups

- Prof. S. Antusch
- Prof. B. Krusche
- Prof. I. Zardo

Administration Research Groups

- Prof. S. Goedecker
- Prof. C. Schönenberger
- 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

Room Bookings Physics

e-mail request:
hilfsassistenz-physik@unibas.ch

Miscellaneous

- orders office supplies
- colloquium

Miscellaneous

contact point for admin. matters related to workshop employees

Miscellaneous

- website publications
- outreach projects

Miscellaneous

contact point for admin. matters of the groups L. Marot and T. Glatzel

Miscellaneous

- parcel shipping natl./intl.
- website publications
- outreach projects