

Admin Staff - Weekly Work Schedule

Autumn Semester 2022

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

| | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------------|---------------------------------------|------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|-----------------------------------|
| MORNING | Secretariat | | Gabriela Unitobler | Gabriela Unitobler | | Gabriela Unitobler /Homeoffice |
| | | Sannie Homeoffice | | Sannie Unitobler | Sannie Unitobler | |
| | Directors' Assistant | | Michael Unitobler | | Michael Unitobler | |
| | Drittmittel Administration | | Bettina Unitobler | | Bettina Homeoffice/Unitobler | |
| Library | Sabrina @ BTO available if need be | Sabrina Unitobler or Homeoffice | Sabrina Unitobler or Homeoffice | Sabrina @ BTO available if need be | | |
| IT | | Martin Fayaz (Home Office) | Fayaz (Home Office) | Fayaz (Home Office) | | |
| AFTERNOON | Secretariat | | Gabriela Unitobler | Gabriela Unitobler | | Gabriela Unitobler /Homeoffice |
| | | Sannie Homeoffice | | Sannie Unitobler | Sannie Unitobler | |
| | Directors' Assistant | | Michael Unitobler | | Michael Unitobler (until 2.30) | |
| | Drittmittel Administration | | Bettina Unitobler | | | |
| | Library | Sabrina Unitobler or Homeoffice | Sabrina Unitobler or Homeoffice | | Sabrina @ BTO available if need be | |
| IT | Fayaz | Fayaz | Fayaz | Fayaz | Fayaz/Martin | |

Gabriela 60%

Sannie 60%

Bettina 30 %

Fayaz 45%

Martin 20%

Sabrina 30%

Michael 40%