

# 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		Marion Unitobler		Marion Unitobler/Homeoffice	
					Michael	
	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		Marion Unitobler		Marion Unitobler	
					Michael	
	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%

Marion 40%

Bettina 30 %

Fayaz 45%

Martin 20%

Sabrina 30%

Michael 20%