

# Intermediate Staff Faculty Starterkit

*Information for the department of business administration*

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## Mailing Lists

It is imperative that you sign up for the mailing list in your first week at university. This way, your department can keep you updated on everything important going on and everything concerning the intermediate staff at your faculty.

The intermediate staff faculty representatives administer the mailing lists. They make sure to pass them along to subsequent representatives. Changes in information should be communicated to the current intermediate staff representatives, who are also in charge of updating the lists regularly. At the department of business administration, you should be added to the list automatically once your contact details have been updated on the departments website.

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## Meetings and Events

There are no fixed meetings. The intermediate staff exchanges ideas and wishes through informal meetings. Specific concerns can be shared directly with your intermediate staff representatives. Please contact them in person or via email.

Events will be organized spontaneously according to preferences of all department staff members.

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## Representatives

The current intermediate staff faculty representatives take part in staff meetings of the department of business administration and a list can be found [here](#).

They represent the members of the intermediate staff in their academic and professional interests vis-à-vis the institutes, the departments, the faculty, and the university. The representatives aim to ensure that the intermediate staff are granted their rightful place at the University of Bern with appropriate co-determination and participation in research, teaching, service, and administration.

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## Elections

All intermediate staff faculty representatives are elected through a mailing list vote. There will only be elections if needed.

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## Contact details

Please get in touch directly with your intermediate staff faculty representatives if you have department specific concerns and questions about your role as a member of the intermediate staff.

Division	Responsibilities	Name / Contact
<i>Representative in faculty meetings</i>	General requests, staff member and intermediate staff representative in faculty meetings	<a href="mailto:nicklas.klein@unibe.ch">nicklas.klein@unibe.ch</a>
<i>Deputy representative</i>		<a href="mailto:elena.rener@unibe.ch">elena.rener@unibe.ch</a>
<i>Representative in faculty meetings</i>	General requests, staff member and intermediate staff representative in faculty meetings	<a href="mailto:geraldine.holenweger@unibe.ch">geraldine.holenweger@unibe.ch</a>
<i>Deputy representative</i>		<a href="mailto:mayra.spizzo@unibe.ch">mayra.spizzo@unibe.ch</a>

Please send corrections and/or additions to [Tamara.Bigler@unibe.ch](mailto:Tamara.Bigler@unibe.ch) and/or [Johannes.Brieler@unibe.ch](mailto:Johannes.Brieler@unibe.ch)