

Intermediate Staff Faculty Starterkit

Information for the department of economics

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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.

There are two mailing lists for intermediate staff faculty members: one is for PhD students, the other one is for postdoctoral researchers and assistants. To be added to the mailing list, please send an email to your intermediate staff representative with your request (see contact details on the next page). The representatives try to keep these lists up to date and pass them on to their successors.

Meetings and Events

- Meetings: regular meetings for intermediate staff representatives. Meetings for all intermediate staff faculty members will be organized as needed.
 - Skype: there is a skype group that answers questions and organizes common lunch breaks, as well as other events. To be added to the group, ask a colleague to add you!
 - Whatsapp group chat: there is a group chat in which we also organize (spontaneous) events and outings for all department staff members. Ask a colleague to add you to the group!
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Representatives

The current faculty representatives of the intermediate staff take part in the department's staff meetings 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.

Elections

Elections will take place according to our intermediate staff faculty regulations. The regulations will be sent to you upon request via email. Please get in touch with a representative if you are interested.

Elections will take place as needed and the details will be communicated through the mailing lists.

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 an intermediate staff member.

Division	Responsibilities	Name / Contact
intermediate staff <i>Representative</i>	Chair, Representative	Marc Schranz marc.schranz@unibe.ch
intermediate staff <i>Representative</i>	Representative	Leyla Gilgen leyla.gilgen@vwi.unibe.ch
intermediate staff <i>Representative</i>	Deputy Representative	Marina Glaus marina.glaus@unibe.ch
intermediate staff <i>Representative</i>	Deputy Representative	Christian Gschwendt christian.gschwendt@unibe.ch

Please send corrections and/or additions to anna.schmid@vwi.unibe.ch.