

# The department secretariat's role and foundation

## The role of the secretariat

We provide **support** to the academic staff and the management as well as **help** the students enhance their overall student life experience.

We ensure coherence, create structure and find solutions in a hectic, ever-changing environment. At the same time, we are all experts in each of our fields of responsibilities, and thus, the department has strong in-house competences.



### It is important that we

- » Help and support each other.
- » Respect individual tasks and deadlines in the team.
- » Through words and actions show respect for each other.
- » Understand that all tasks are important.
- » Are collectively responsible for each other's well-being.

### We want to be known for

- » Making things work and solving our tasks in the best possible way.
- » Being competent.
- » Being service-minded, positive and accommodating.
- » Being proactive and initiative in terms of solving tasks.
- » Helping the academic staff and students to become self-reliant.

