

## **The Academy's Office – General Assignments**

### **Administrative Secretary**

Robert Djärv is in charge of the Academy's premises, the access- and alarm systems; coordinates studios, guest accommodations, the studio in Berlin and the Gallery. He runs the Academy's webpage, guides international students, deals with purchase, supply and inventory.

### **Student Coordinator**

Jeanette Nilsson works with the admission of new students, registering students/results and administers syllabuses and curriculums. She is in charge of the schedule and internationalization/exchanges and is international contact person. Jeanette will answer questions on student matters. Jeanette is also Representative of Work Environment.

### **Coordinator**

Susanne Andegras is in charge of the economy, budget and final accounts. She works with staff matters, salaries/fees and also some purchases (concerning for example exam projects). She also administrates research projects and the PhD students. Susanne also provides support for the Rector and is part of the management group at the Academy.

### **Administrator**

Monica Granberg works with current financial accounts, travel expenses and travel bookings. She provides support for final accounts, financial monitoring and fees. Monica also coordinates the archives.