

Administrative Services

Department of Information Security and Communication Technology

Management



First Service Line



Human Resources



Finances



Research & PhD



Studies



Technical



Communication & Web



Centre



Management



Lars Aalberg
Senior Adviser



Jo-Are N. Eriksen
Head of Office

First Service Line



Linda Derawi
Higher Executive Officer

- Student positions, recruitment, LAOS (IIK, IDI, IES, IEL, IMF)
- Travel expenses and fees (IIK, IDI, IES, IEL, IMF)
- Access agreements externals and visitors
- Reservations and bookings
- Conference, seminar, meeting arrangements
- Guest management



Anahita Golrang
Research Adviser

- Research/student/teaching assistant recruitments, certificates (IIK, IDI, IES, IEL, IMF)
- Conference, seminar, meeting arrangements
- Guest management
- Ephorte archiving management

HR



Katrine Rennan

HR Consultant

- Recruitment process
- Extension of employment contracts
- Contact person regarding sick leave, parental leave, compassionate leave
- Access control
- Management support in HR related questions

Finances



Jingjing Yang

Senior Executive Officer

- Internally and externally financed projects (excl. EU)
- Budget, finances, reporting
- Purchasing and invoice handling



Anne Hilde R. Nymo

Senior Adviser / Project Economist

- EU funded projects
- Budget, administrative tasks in the proposal stage
- Finances, administrative tasks in the operating period
- Financial reporting



Jo-Are N. Eriksen

Senior Adviser / Controller
Head of Office Gjøvik

- Planning, follow-up
- Finances inclusive CCIS, SFI NORCICS, cost places, area, internal control
- Management support

Research



Mona Nordaune

Senior Executive Officer

- Administrative coordinator for PhDs and Post-docs



Anahita Golrang

Research Adviser

- Research administrator

Studies
Gjøvik



Hilde Bakke

Adviser

- MIS/MISD
- Administrative support SPA
- Quality System Revision (EPN)
- HSE coordinator



Marianne Øgaard

Adviser

- BDIGSEC



Åse Ringlund

Executive Officer

Studies
Trondheim



Laurent Paquereau

Adviser

- Academic counselling MTKOM, MSTCNNS, MSSECCLO (PHISCT)
- Student exchange (in/out) and double degrees
- Quality assurance in education and planning
- Coordination and planning specialization projects and master's theses



Liv Karen Stubberud

Senior Executive Officer

- Student Adviser MTKOM, MSTCNNS
- Exam administration, complaints, justifications
- Administration Inspira, Blackboard, Master's theses
- Censor's agreements
- Administrative support



Maria Sofie S. Barosen

Senior Executive Officer

- Administrative coordinator SECCLO
- Student positions, contracts, certificates
- Administrative contact ITEMIZE, Abakus
- General administrative support for students and staff

Technical



Lars Erik Pedersen

Senior Engineer
Gjøvik

- System administration and development for IT platforms
- General IT support and advice
- Purchasing and consulting
- Lab support



Espen Torseth

Senior Adviser

- Administrative coordinator
Norwegian Cyber Range



Pål Sturla Sæther

Senior Engineer
Trondheim

- General IT support and advice
- Purchasing and consulting
- Lab support
- Technical office service (potato)
- Email list manager

Web



Maria Sofie S. Barosen

Senior Executive Officer
On leave to August 2023

- Responsible for IIK web pages
- Development and maintenance of information on IIK web, wiki and study program pages
- Maintenance of Innsida
- Cristin contact
- NTNU Help

Centre



Anne Skeidsvoll Granli

Centre Coordinator, CCIS
(Centre for Cyber and Information Security)



Hanne Mari S. Djupdal

Centre Coordinator, SFI
NORCICS (Norwegian
Centre for Cybersecurity in
Critical Sectors)