Administrative Services

Department of Information Security and Communication Technology

Management

First Service Line

Human Resources

Finances

Research & PhD

Studies

Technical

Communication & Web

Centre







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





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



Jingjing Yang Senior Executive Officer

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



Anne Hilde R. Nymoen 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 GolrangResearch AdviserResearch administrator





Studies

Studies Trondheim

Hilde Bakke Adviser

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



Marianne Øgaard Adviser

BDIGSEC



Åse Ringlund Executive Officer

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 Inspera,
- Blackboard, Master's theses
- Censor's agreements
- Administrative support



Maria Sofie S. Barosen Senior Executive Officer

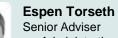
- Administrative coordinator SECCLO
- Student positions, contracts, certificates
- Administrative contact ITEMIZE, Abakus
- General administrative support for students and staff





Lars Erik Pedersen Senior Engineer Gjøvik

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



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



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)

Sæther



<u>o nt</u>nu