Management Office Staff Members

Academic Management

Dr. Kerstin Germer
Academic Manager
Phone: +49 30 2093 66305
matters.of.activity@hu-berlin.de

Rahel Röker
Consultant to Academic Manager
Phone: +49 30 2093 66306

Responsibilities:
- Responsible for the research program's content and strategic coordination with the PIs, projects and research areas as well as regional and international cooperation partners, advisory member of the executive board
- Office hours: by arrangement

Office

Amelie Hartschuh
Office
Phone: +49 30 2093 66257
moa.office@hu-berlin.de

Romy Rössler
Office

Lilija Lanevska
Office Assistant

Responsibilities:
- Responsible for room reservations, short-term equipment loans, key issuing, first contact persons for enquiries of all kinds
- Consultation hours: Mo/Wedn/Thur 9 am - 3 pm, Tue 9 am - 4 pm, Fr 9 am - 1 pm
Finances

Kathrin Bauer
Administrative Management & Finances
Phone: +49 30 2093 66203
moa.finances@hu-berlin.de

Contact person for budget planning, financial controlling, contracts for freelance work, contracts for work and guest lecturers, cooperation contracts, contact person for childcare (KidsMobil etc.)

Consultation hours: by arrangement

Sandra Bauer
Finances & Object Management
Phone: +49 30 2093 66141
moa.orders@hu-berlin.de
moa.finances@hu-berlin.de
moa.inventory@hu-berlin.de
moa.library@hu-berlin.de

Contact person for settlements of orders (all kinds, esp. public procurement), hospitality, reimbursements, business trip planning and accounting, object handling and inventory (from recording in the object database to lending, transport and insurances), all matters concerning the library.

Consultation hours: by arrangement

Ivy Kräuter
Finances Assistant

HR

Amelie Hartschuh
HR Department
Phone: +49 30 2093 66322
moa.hr.department@hu-berlin.de

Contact person for human resource matters (job vacancies, application procedures, contract extensions, part-time work, holidays, parental leave, sick leave)

Consultation hours: by arrangement

Ivy Kräuter
HR Department Assistant

Sandra Bauer
Finances & Object Management
Phone: +49 30 2093 66141
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moa.inventory@hu-berlin.de
moa.library@hu-berlin.de

Contact person for settlements of orders (all kinds, esp. public procurement), hospitality, reimbursements, business trip planning and accounting, object handling and inventory (from recording in the object database to lending, transport and insurances), all matters concerning the library.

Consultation hours: by arrangement
Public Relations & Science Communication

Antje Nestler  
Science Communication Officer  
Phone: +49 30 2093 66258  
moa.public.relations@hu-berlin.de  
Contact persons for science communication as well as for all matters concerning press and public relations, editors of the cluster journal CZ# and newsletter, consulting for activities outreach via website & social media  
Consultation hours: by arrangement

Design Lab

Julia Blumenthal  
Head of Design Lab  
Phone: +49 30 2093 66177  
moa.designlab@hu-berlin.de  
Head of the Cluster workshop for modelling and prototypes, contact person for questions concerning 3D printing, laser cutting, mock-ups and prototype construction  
Consultation hours:  
Thu 10 am-12 pm, and by arrangement

IT

Alexander Struck  
Chief Information Officer & IT-Team Leader  
Phone: +49 30 2093 66177  
moa.it.support@hu-berlin.de  
Contact persons for digital information technology services (e.g. hardware and software consulting, platform architecture and research data management)  
Consultation hours:  
Tue 2 – 4 pm, and by arrangement
Research Support

Dr. Anna Arbuzova
Research Support Officer

Anne Hattwich
Research Support Officer

Phone: +49 30 2093 66301
moa.research.support@hu-berlin.de

Responsible for the areas third-party funding, Cluster renewal proposal within Excellence Strategy and quality control (Scientific Advisory Board, MoA research information system). Please feel free to contact us via email if you need advice regarding third-party funding applications or have questions regarding the MoA CRIS.

Consultation hours: by arrangement

Early Career

Carmen Gloria Cuello Quintana
Coordinator Master Open Design

Phone: +49 30 2093 66175
info.master-open-design@hu-berlin.de

Responsible for the coordination of the Master’s degree program Open Design

Consultation hours: by arrangement

Franziska Wegener
Coordinator PhD Program

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Contact person for the promotion of young researchers, doctoral and postdoctoral training coordination

Consultation hours: by arrangement

Diversity & Publications

Elisabeth Obermeier
Publications & Diversity Officer

Phone: +49 30 2093 66307
moa.publishing@hu-berlin.de
moa.diversity@hu-berlin.de

Contact person for all questions related to publishing research results and Open Access as well as support in the areas of equal opportunities and diversity.

Consultation hours: by arrangement