

## Management Office Staff Members

### Academic Management



**Dr. Kerstin Germer**  
Academic Manager

Phone: +49 30 2093 66305  
[matters.of.activity@hu-berlin.de](mailto:matters.of.activity@hu-berlin.de)

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



**Rahel Röker**  
Consultant to Academic Manager

Phone: +49 30 2093 66306

Contact person for the organization of BBBs and Cluster Days, for applications to the Executive Board and the Directors, committee and commission support, communication of results and resolutions, and all management concerns

Office hours: by arrangement

### Office



**Amelie Hartschuh**  
Office

Phone: +49 30 2093 66257  
[moa.office@hu-berlin.de](mailto:moa.office@hu-berlin.de)

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



**Romy Rössler**  
Office



**Lilia Lanevska**  
Office Assistant

## Finances



**Kathrin Bauer**  
**Administrative Management & Finances**  
Phone: +49 30 2093 66203  
[moa.finances@hu-berlin.de](mailto: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](mailto:moa.orders@hu-berlin.de)  
[moa.finances@hu-berlin.de](mailto:moa.finances@hu-berlin.de)  
[moa.inventory@hu-berlin.de](mailto:moa.inventory@hu-berlin.de)  
[moa.library@hu-berlin.de](mailto: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**

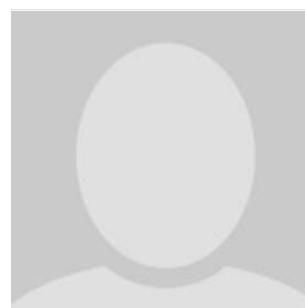
## HR



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

## Public Relations & Science Communication



**Antje Nestler**  
Science Communication Officer



**Carolin Ott**  
Science Communication Officer



**Franziska Wegener**  
Science Communication Officer

Phone: +49 30 2093 66258

[moa.public.relations@hu-berlin.de](mailto: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](mailto: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](mailto: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



**Martin Wagner**  
IT Support

## Research Support



**Dr. Anna Arbuzova**  
**Research Support Officer**

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



**Anne Hattwich**  
**Research Support Officer**

## Early Career



**Carmen Gloria Cuello Quintana**  
**Coordinator Master Open Design**

Phone: +49 30 2093 66175  
[info.master-open-design@hu-berlin.de](mailto: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**

Phone: +49 30 2093 66136  
[moa.early.career@hu-berlin.de](mailto:moa.early.career@hu-berlin.de)

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](mailto:moa.publishing@hu-berlin.de)  
[moa.diversity@hu-berlin.de](mailto: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