

The achievements of UNS



Diversity Engagement Prize 2017

Nominated by the Faculty of Mathematics, UNS received the Diversity Engagement Prize for 2017

International Staff Week for Administrative Assistants/Secretaries 2017

Together with the International Office, UNS arranged a week for international guests at the UDE



UDE Summer Festival
Since 2016 UNS has presented varying activities at the UDE summer festival

Further information is available at
www.uni-due.de/uns

Are you interested?

Then send an email to:

uns@uni-due.de

You will receive access data and can use **Moodle** to communicate and share information with your colleagues. Between the two semi-annual meetings Moodle provides a platform for communication and the exchange of information within the network.



Here you will find information on a wide variety of topics, as well as answers and questions relating to the work in a secretary's office, minutes of previous meetings and lots more.

Within the forum you can ask questions, exchange views and share your knowledge with others.

New colleagues are always welcome to bring their ideas, dedication and know-how into the network.

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UNIVERSITÄT
DUISBURG
ESSEN

Offen im Denken

**UDE Network for Secretaries
(UNS)**

www.uni-due.de/uns

Stand.06/2018

U N S – That's us!

We're a community that's on hand with help and advice. In our network, we pool our know-how about jobs in secretaries' offices and the daily routine at the university. We also promote training courses, and now and then, just act as someone for colleagues to listen to.



In addition to the exchange in our campus-wide network, participants are invited to attend a semi-annual meeting.

The goals of UNS



- To exchange knowledge and provide reciprocal help and support
- To promote communication between the secretaries' offices in all faculties and fields
- To provide an insight into the structure and developments of the UDE
- To guarantee and optimize the university administrative procedures
- To provide training opportunities in line with demand

The main current themes of UNS:

- Training and qualification
- Admin support for guest scientists
- Internationalization
- SAP
- Conference organization

Team of network representatives:



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Das Netzwerk lebt von allen Beteiligten

Mitmachen lohnt sich