

DEZERNAT PERSONALWESEN

Otto-von-Guericke-Universität Magdeburg, Postfach 4120, 39016 Magdeburg

Personal invitation

Angela Matthies

Dezernentin

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Ihre Zeichen, Ihre Nachricht vom: Unsere Zeichen: Durchwahl Datum:
Spr -58825 4. November 2022

New at the university – invitation to Welcome Day for new employees on November 17, 2022

Dear Ms. xx / Dear Mr. xx,

On behalf of the university management, we warmly welcome you as a new – and not-so-new – employee at Otto von Guericke University Magdeburg.

You may certainly have had quite a few questions concerning the organizational structure of our university and the responsibilities of the various departments and units since the start of your employment. In order to provide you with essential information and to introduce you personally to the most important contacts, we cordially invite you to our

OVGU Welcome Day

Date: Thursday, November 17, 2022
Time: 9:00 a.m. – 12:30 p.m.
Location: Senate hall (*Senatssaal*) in Building 05 (Room 205)
Universitätsplatz 2
39106 Magdeburg

You will find the detailed program of the event and a campus map on the back.

Before the official start of the Welcome Day, you have the opportunity to take part in a morning campus tour starting at 8:15 a.m. and get an overview of the most important facilities at our university. This tour is *optional*.

For better planning, we kindly ask you to let us know by **November 10, 2022** whether you are going to take part in the campus tour and/or the Welcome Day. To do this, use the enclosed **return sheet**.

If you have any questions, please contact the person responsible for organizing the event Ms. Silke Springer, phone: -58825 or e-mail: silke.springer@ovgu.de.

I look forward to welcome you at the senate hall on November 17, 2022.

Kind regards



LRDn Angela Matthies

Program

8:15 – 8:45 a.m. Morning campus tour (optional)

Meeting point: UNI-Porta

The participants will then be taken directly to the senate hall.

from 8:30 a.m. Arrive in the senate hall

9:00 – 9:15 a.m. Greetings from the Chancellor

Dr. Jörg Wadzack

9:15 – 9:45 a.m. Welcome by the Head of Human Resources and presentation of the structure and processes at OVGU

LRDin Angela Matthies | Head of Human Resources

9:45 – 10:15 a.m. OVGU as an employer

➤ **From business trips to time recording – important information for employees**

LRDin Angela Matthies | Head of Human Resources

➤ **OVGU Service facilities**

- Staff Council | Dr. Ursula Föllner or representative
- Disabled Employees' Representative | Thomas Ring
- Equal Opportunities Office | Fr. Fingerhut-Säck or representative
- Personnel development | Annette Hoeschen
- Sustainability Office | Dr.-Ing. Christian Künzel
- Health Management | Silke Springer
- Employee sports | Dr. Mario Damerow

10:15 – 10:30 a.m. Break in action – OVGU Pausenexpress

10:30 – 10:45 a.m. Coffee break with info tables

10:45 – 11:00 a.m. Greetings from the Rector

Prof. Dr. Jens Strackeljan

11:00 – 11:30 a.m. Specific information for scientific and scientific support staff

Division into groups

Scientific staff

(bilingual German/English)

Dr. Barbara Witter | Graduate Academy

- *Careers in science in Germany*
- *Services for phd and PostDocs at OVGU*
- *Your questions*

Scientific support staff

LRDin Angela Matthies | Head of Human Resources

- *Characteristics of a university as an employer*
- *Administration & central facilities as a service provider for research & teaching*
- *Everything you always wanted to know about the university – you ask, we will answer!*

from 11:30 a.m. Lunchtime and networking

12:30 p.m. End of the event

Your way to the Welcome Day

OVGU campus map (detail)

