

## Department of Management (MGMT)

[Department of Management](#) is part of [Aarhus BSS](#), one of the five faculties at [Aarhus University](#).

The department employs approximately 160 researchers, PhD students, research associates and 25 administrative staff. Find your colleagues here: <http://mgmt.au.dk/contact/academic-and-administrative-staff/>

Our objective is to conduct high-quality research and to provide top-level education.

You will find the [Department of Management research strategy](#) at our homepage, and [read more about our educational activities](#).

### Working life at Department of Management

**Formal start:** You will be invited to a number of meetings with relevant persons at the department to inform you about various issues concerning teaching, practicalities, etc.

**Mentor:** As a new employee, you will be assigned a mentor appointed by your Head of Section. The mentor will introduce you to the department and will be available for questions. See <http://mgmt.staff.au.dk/practical-information/mentor-scheme-at-mgmt/>

**Working hours:** Full time employment typically means that you will work 37 hours a week. Employees at MGMT usually show up for work between 8-9 in the morning depending on their calendars, teaching, etc. and until app. 16.00, but there is a lot of work hour flexibility, so it is also possible to work from home, in the evenings, etc. We urge employees to be present at the department minimum three – four days a week.

**Seminars:** The sections organize a variety of seminars. You are most welcome to attend these seminars, and we expect you to participate in the seminars in your special field.

Furthermore, we have an annual department seminar where permanent staff is expected to participate.

**Outlook:** We use Outlook; all employees must keep their calendar up to date with all activities, allowing smooth meeting coordination for all based on availability.

**OneDrive:** We use OneDrive: Please see this webpage with webinars and information about the system: <https://medarbejdere.au.dk/administration/it/vejledninger/dataopbevaring/onedrive/>

**Language:** All department meetings are held in English. The communication language in e-mails, etc. is English. However, we encourage those of our employees who do not speak Danish to learn the language during the first years of employment.

### Other issues

**Training and courses for staff:** We encourage our employees to participate in further training. Please contact your Head of Section if you are interested in a particular course or would like to spar on which course you could benefit from taking. Some courses are compulsory depending on your employment

**MGMT Newsletter:** A monthly newsletter with various topical questions is sent out to all by e-mail. Your employment will be announced in the MGMT Newsletter. See earlier newsletters at <http://mgmt.staff.au.dk/news/mgmt-newsletters/>

**Staff development dialogue (SDD):** SDD is an annual, one-to-one discussion between managers and members of staff and is held in the autumn. The SDD dialogue focuses on the employee's daily working life, giving the manager and the employee an opportunity for in-depth dialogue and alignment of mutual expectations as regards the employee's goals, tasks, well-being, cooperative relations and professional and personal development. <https://medarbejdere.au.dk/en/administration/hr/organisational-learning-and-development/staff-development-dialogue-sdd/for-employees/> Besides the SDD, the above issues can naturally also be discussed at other times of the year.

### Practical issues

**Lunch:** App. at 12 we meet in our lunchroom "Valhalla" for lunch. You can bring your own lunch or buy it in the building near to our offices. There are no "rules" concerning who sits where. Please feel free just to join your colleagues.

**Friday rolls:** Every Friday at 9:30 we gather in "Valhalla". It is a weekly informal gathering for everybody at the department; coffee and bread is served.

### Relevant links

New employee at AU - getting started:

<https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/newemployeeatau/>

Workplace culture in Denmark (flat hierarchy, informal tone, flexible working hours, etc.):

<https://www.workindenmark.dk/working-in-denmark/workplace-culture-in-denmark> - you will also find other links at this homepage (Moving to DK, Working in DK, Living in DK)

Working in Denmark: <https://www.youtube.com/watch?v=EwGGRHbzHmY&feature=youtu.be>

Working at Aarhus University: [Working at Aarhus University](#)

## Working hours

for employees with a contract with AU



- › **37 hours a week** = full time position
- › Usually you are **not entitled to overtime pay**
- › Half an hour **paid lunch break**
- › 6 weeks of **paid holiday**
- › Normally **full pay** during **sickness**
- › **Paid leave** for the first two days of **sickness of a child**

See: [www.medarbejdere.au.dk/en/administration/hr](http://www.medarbejdere.au.dk/en/administration/hr)

12

AU – organisation: <https://www.au.dk/om/organisation/>

### MGMT

[Join the Department of Management at Aarhus BSS \(au.dk\)](#)

[Organisation \(au.dk\)](#)

[Systems \(au.dk\)](#)

[MGMT Contacts \(au.dk\)](#)

<http://mgmt.staff.au.dk/practical-information/>

*June 2019 / JA, CW, DOA – and revised October 2022 (DOA)*