

DUTIES LIST 2019-20

Courses / Modules:

BESS JF/SF Course Co-ordinator	Dr Martin
BSG Course Co-ordinator	Dr Martin
CSLG Course Co-ordinator	Ms Eberbach
Law & German Course Co-ordinator	Ms Eberbach
European Studies Course Co-ordinator	Dr Downes MT / Dr Ruthner HT
MEELC Course Co-ordinator	Dr Downes MT / Dr Ruthner HT
JH & TSM Course Co-ordinator	Dr Leahy
Dutch (Evening Classes)	Ms Schutte
JF Language GRU11001 and GRU1104Y	Ms Eberbach
Area Studies GRU11011	Prof Cosgrove
Intro to Literature and Film GRU1102Y	Dr Downes
Textual Analysis GRU11032	Dr Leahy
German Business Studies 1 GRU11512	Dr Martin
JF BESS GRU1150Y	Dr Martin
SF Language GRU22001	Ms Eberbach
German Cultural History GRU22051	Prof Cosgrove MT / Dr Ruthner HT
German Literary History 1 GRU22012	Dr Ruthner
German Business Studies 2 GRU2251Y	Dr Martin
SF BESS GRU2250Y	Dr Martin
SF/JS Seminars	Dr Leahy
German Language 3 GRU3300Y	Dr Leahy
German Literary History 2 GRU3301Y	Prof Cosgrove MT / Dr Leahy HT
SS Language GRU44001	Ms Eberbach
SS Translation GRU44012	Prof Cosgrove / Dr Leahy HT
Intercultural Business Comm GRU4452Y	Dr Martin
Deutschland in Europa GRU44021	Dr Böcking
BSG Case Study GRU44CSY	Dr Martin
Research Methods GRU44031	Prof Cosgrove
Dissertation GRU44CPY	Prof Cosgrove

Other Duties/Responsibilities:

Careers Liaison (GradLink etc)	Ms Eberbach
DAAD Liaison	Ms Wiedemann
Departmental Committee: Chair	Prof Cosgrove MT / Dr Martin HT
Disability Liaison	Ms Eberbach
Drama Group	Ms Wiedemann
Examinations Officer (including Schol)	Ms Eberbach
Harassment Officer	Prof Cosgrove MT / Dr Martin HT
Head of Department	Prof Cosgrove MT / Dr Martin HT
Open Day and Schools Liaison	Prof Cosgrove MT / Dr Martin HT
PAD Placements	Dr Leahy
S2S Liaison	Ms Eberbach
Postgraduate Studies	Prof Cosgrove MT / Dr Martin HT
PraktikantInnen Begleitseminar	Ms Eberbach / Ms Riegler
Safety Officer	Prof Cosgrove MT / Dr Martin HT
Erasmus: ES & MEELC	Dr Downes MT / Dr Ruthner HT
Erasmus: BSG	Dr Martin
Erasmus: LG	Ms Eberbach / Law School
Erasmus: JH & TSM	Dr Leahy
Exchange Konstanz	Dr Leahy
Timetable	Prof Cosgrove MT / Dr Martin HT
Web Maintenance	Ms Eberbach