

Welcome
Day



Who is responsible
for what?

Head of Department (HoD)

Duties

- Management of the department
- Responsibility for the global budget of the department
- Responsibility for all employees of the department, that are not third party funded
- Participation in the structural planning and target agreements of the department and the faculty
- Ensuring the internal communication flow (top down)

Winterterm 2024/25



Janina Kehr
Head of Department



Peter Schweitzer
Deputy Head of Department

Administration

Team

Tabitha Schnöller

- Support of the HoD team

Alexandra Ferra-Ringhofer

- Research Administration Manuela Ciotti

Susanna Heubusch

- Research Administration Peter Schweitzer

Hanna Vietze

- Research Administration Tatjana Thelen

Florian Fuhry

- IT Support

Jean Sigmund

- Sekretariat

Marie-Thérèse Hartwig

- Research Administration Ayse Caglar

Miriam Schwaiger

- Research Administration Janina Kehr

Fabian Dietrich

- Project Administration AnthroFuture

Director of Studies (SPL)

Duties

- Planning and organization of teaching and examinations
- Quality assurance and further development of study programs and teaching
- Advising students and lecturers
- Admission to studies and supplementary examinations
- Student mobility (Erasmus+)
- Negotiating target agreements with the Rectorate
- Decisions relating to study law
- Awarding academic degrees to graduates

Academic year 2024/25



Bernhard Hadolt
Director of Studies



Christa Markom
Deputy Director of Studies
Erasmus+ Coordination



Find detailed information online:
<https://spl-ksa.univie.ac.at/ueber-uns/studienservicestelle/>

StudienServiceStelle KSA (SSSt)

Duties

- Support of the SPL team
- The Infocenter of the SSSt. is the central point of contact for study related questions

Team



Kerstin Pölz

- Planning of teaching
- Course registration



Stefan Sametinger

- Erasmus+ coordination



Rita Gratzner

- exam administration



Victoria Depauly

- Recognitions

Representatives of the Mittelbau



Lisa Lehner



Alexandra Meyer

Duties

- Representation of the „Mittelbau“ (university lecturers and academic staff in research and teaching) in the Faculty Conference
- Representing Mittelbau-interests in regular meetings with the HoD & supervisory role in budget matters
 - Connecting all Mittelbau employees at the department & their interests

Representatives of the lecturers

Duties

- Representation of the lecturers-interests
- Interface of the lecturers to the works council and IG Lektor*innen
- Ensuring the flow of information by participating in relevant meetings between lecturers and the department, SPL and university



Gabriele Habinger



Sabrina Steindl-Kopf



Igor Eberhard



Philipp Budka

Student's Council (StV) | IG KSA

Duties

- Representation of students
- Participation and voting rights in various committees
- Counseling of students
- Informing students about university political news
- Organization of events for KSA students
- Funding of projects and events



**We meet weekly in the
Studikammerl.
- all are welcome!**



Find detailed information online:
[https://ksa.univie.ac.at/en/department/
students-council/](https://ksa.univie.ac.at/en/department/students-council/)



Find detailed information online:
https://bibliothek.univie.ac.at/fb-kultur_sozialanthropologie/en

Library KSA (FB KSA)

Duties

- Providing of scientific literature for research and teaching
- Broad coverage of all areas of anthropology with current books, e-books, e-journals, databases
- Support of students with: use of entire library stock, reference collections, reading and study rooms and with training courses/guided tours
- Cooperation with scientists and teaching staff of the department and providing their specialist areas with appropriate resources
- Dealing with the library's own holdings in a way that is critical of racism through contextualization, “Denkzettel” and the KRIT literature location

Management



Birgit Kramreither
Head of the FB KSA

Team

The team of the FB KSA consists of dedicated (student) employees.

Vienna Visual Anthropology Lab (VVAL)

Duties

- Support of staff and students of the department in implementing media practices in research and education
- Offering an audio-visual equipment library
- Organization of Master Classes to discuss developments in the field
- Creating opportunities for students to develop media projects in the city in collaboration with socially engaged partners

Management



Sanderien Verstappen
Head of VVAL



Paul Katterl
Student assistant



Find detailed information online:
<https://vval.univie.ac.at/>



Find detailed information online:

<https://ksa.univie.ac.at/en/research/ethnographic-collection/>

Ethnographic Collection

Aufgaben

- Communicating, storing, preserving and making the research history of the department and the discipline accessible
- Place for exchange and discussion
- Support of research, teaching and studies
- Making the (de/colonial) contexts of researchers and those being researched understandable
- Place for collaboration and coming together

Management



Igor Eberhard
Head of the Collection



Matthias Ziegner
Student assistant



Find detailed information online:
<https://ksa.univie.ac.at/en/department/ag-anti-discrimination/>

Working group against intersectional discrimination and racism

Duties

- Creating a space within the department for reflection and reappraisal of discriminatory, racist, and colonialist tendencies in anthropology, but also in university teaching in general
- Development of guidelines for active anti-discriminatory and anti-racist teaching
- Organization of trainings and awareness-raising events for teachers and students
- Empowerment meetings for people affected by discrimination

Contact Point Against Discrimination

Duty

- Support of people, who have either experienced discrimination themselves or have witnessed it

contact

report.discrimination.ksa@univie.ac.at



Jakob Ruthner

Contact person



Find detailed information online:
<https://ksa.univie.ac.at/en/department/ag-anti-discrimination/contact-point-against-discrimination/>



Alumni Club

Duties

- Promoting content-related and institutional concerns of the discipline in the public
- Networking between members and externals
- Cooperation with discipline-related institutions
- Informing about professional fields in which anthropologists work
- Informing about current trends, events, publications and further education and training opportunities within the discipline

Representatives



Susanne Binder



Bernhard Wolf

Infocenter
Buffet
Fragebogen
IG KSA
Webseiten
kennlernen
FB KSA
durchklicken
open office
plaudern
FB KSA
erkunden
Bibliothek
Webseiten
Podcasts
plaudern
Rätselrallye
Erasmus
Institut
Buffet
Snacks
VVAL

entdecken
Podcasts
Alumni
Erasmus
Infocenter
Alumni
Studierende
Filme
Ice breaker
IG KSA
plaudern
entdecken

Fragebogen
kennlernen
durchklicken
Bibliothek
Espressoführung
Studierende
Vorstellung
Ice breaker
kennlernen
Snacks
Erasmus
Webseiten
Infocenter
Fragebogen
Ice breaker
Podcasts
Institut
VVAL
Studierende
AG Anti Diskriminierung
Bücherflohmarkt
Vienna Visual Anthropology Lab
StV Bücherflohmarkt
welcome day
Espressoführung

Vienna Visual Anthropology Lab
Vorstellung
Rätselrallye
IG KSA
Alumni
Buffet
StV
VVAL
erkunden
durchklicken
Bilder
AG Anti Diskriminierung
entdecken
welcome day
Filme
Bilder

vernetzen
Bücherflohmarkt
open office
Espressoführung
Vorstellung
FB KSA
AG Anti Diskriminierung
Institut
vernetzen
erkunden