## **University services**

The University of Jaén statutes stipulate that the university's administration and services staff are responsible for its technical, financial and administrative management, as well as for supporting the university's operations and offering advice and assistance to the academic authorities. The University of Jaén has a large number of university services and technical units aimed at administration and services staff, students and teaching staff.

Administrative management

## **Administrative management**

- Economic Affairs Service
- Student Support Service
- Accounting & Budgeting Service
- Human Resources & Recruitment Service
- Internal Monitoring Service
- Academic Management Service
- Research Management Service
- Teaching Management Service
- Information, Enrolment & Electronic Administration Service
- Staff Service
- Planning & Evaluation Service
- Works, Maintenance and Surveillance Service
- Legal Service
- Support Unit for Institutional & Governing Bodies
- Support Unit for Departments, Institutes & Research Centres

Research & teaching support services

## Research & teaching support services

- Scholarships
- General Archive
- Knowledge and Technology Transfer Office (OTRI)
- International Projects Office (OFIPI)
- Library Service
- Central Research Support Services (SCAI)
- IT Service
- Publications Service (UJA Editorial)
- Scientific Culture and Innovation Unit
- Departmental Unit for Laboratory Technical Support (UDTL)

Other support services for the university community

## Other support services for the university community

- <u>University accommodation</u>
- Green Classroom
- University canteens
- University ombudsman
- Communication & Institutional Outreach Office
- Counselling Service
- Special Educational Needs
- UJA Alumni Office
- Work Placements, Employment & Entrepreneurship
- Cultural Activity Service
- Sports Service
- Prevention Service
- Janitorial Unit
- Equality Unit
- Unit Responsible for Accessibility (URA)