

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

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Postdoc Administrator Spotlight: Lauren Wilson

School of Medicine
Department of Otolaryngology



How long have you been in your position? Current position 1 year, at Pitt for 4 years.

What do you like about postdoctoral affairs? I really enjoy working with the Postdocs and their Mentors because it both allows me to assist in bringing great talent onboard as well as learn of some of the incredible research being done that I may not have otherwise been privy to.

What advice would you give to a new postdoc admin? Or if you are new, what advice has been the most beneficial? The advice that I would give would be to utilize your resources, including reviewing our websites and reaching out to OACD whenever you have questions as they are a great resource and always willing to assist. It's also beneficial to keep an open line of communication with the hiring departments as well as with OIS and the Office of Trade Compliance. Finally, I would say if you have the time to sit in on a Postdoc orientation to observe the information/resources provided then do so, and make

sure that you are reading the Monthly Postdoc Updates to ensure you are current on processes.

Job Description Template for Talent Center

When creating a position in Talent Center, we now have a recommended template that should be followed when submitting an available position. The job description should include:

- Overall Summary
- Duties or Responsibilities
- Expectations or Standards
- Diversity Statement

Optional for a competitive advantage:

- Opportunities Available
- Career Development Support

To view a sample job description and the explanations of the above categories, visit the Recruitment section at the Office of Academic Career Development website:
<https://www.oacd.health.pitt.edu/hiring-postdocs>.

Contact postdoc@hs.pitt.edu with any questions.

Talent Center Posting: Do Not Add Faculty Contact Information

Candidates are **not permitted** to email the faculty member directly with their CV, references, etc. **Do not add** faculty members' personal information within the Talent Center posting. Candidates can only send the requested items such as CV, reference, etc. by applying to the posting via Talent Center.

Any job postings submitted with this information will be rejected.

For any questions regarding this, please contact postdoc@hs.pitt.edu.

Postdoc Orientation Observation

All postdoctoral administrators are welcome to attend one of our monthly postdoctoral orientations as an observer. You can see firsthand the information provided by Dr. Zellers to help enhance and enrich the postdoctoral experience for your postdoctoral associates and scholars.

If you are interested in attending an orientation, please reach out to Kristen Chavis (kmc311@pitt.edu). She can provide the dates of our upcoming orientation sessions and add you to the invitation list to receive the registration link.

Please send any comments or suggestions for future newsletters to postdoc@hs.pitt.edu.

Archived editions of past newsletters are available on the [OACD Website](#).



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