

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

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Postdoc Administrator Spotlight: Bryanna Snyder

School of Public Health

Department of Environmental & Occupational Health



What do you like about postdoctoral affairs? One aspect of my job that I love is getting to help postdocs navigate the university system and the city of Pittsburgh, which I also love. Supporting candidates from diverse backgrounds – especially those who are not familiar with the US or our university systems – and getting to help them move towards their goals is truly rewarding.

What advice would you give to a new postdoc admin? Or if you are new, what advice has been the most beneficial? Some valuable advice that I received and that still holds true is to give yourself, the faculty supervisor, and the postdoc, ample time to process postdoctoral reappointments and visas. I would also recommend new administrators to stay informed on all policies and procedures and to connect

How long have you been in your position? I have been a Payroll & Students Affairs Administrator for 5 years with the EOH department. However, I have been employed 13 years with the University.

with other administrators. Networking with peers can provide valuable support and insights for your personal and career development, and it lets you know that you are not alone: others have experienced similar issues or roadblocks.

Postdoctoral Certificate of Training

We now have a postdoctoral certificate of training available to provide to our postdocs as verification of their time spent here at the University of Pittsburgh. The certificate includes their supervisor, department/division/institute and dates they were appointed as a postdoc. Signed by Dr. Darlene Zellers, Associate Dean for Postdoctoral Affairs and the Professor/Chair of the department, this certificate can be used as proof of their postdoctoral research position.

Postdocs should contact us at postdoc@hs.pitt.edu to request a certificate of training.

Administrators may contact Kristen Chavis (kmc311@pitt.edu) with any questions.

New Appointment Letter Templates

There are updated appointment and reappointment letters on our website which should be used moving forward. Please find the templates here: <https://www.oacd.health.pitt.edu/administrators/appointment-procedures#sample>.

Changes to Appointments After Pre-Approval

When any changes are made to an appointment after the initial pre-approval through the database, the updated offer letter must be sent to the Center for Postdoctoral Affairs. This includes but is not limited to: appointment dates, funding source(s), and salary. The database must be updated to correctly reflect all aspects of the offer.

Send any changes or questions to Kristen Chavis (kmc311@pitt.edu) for database updates and/or approvals.

Processing Terminations - OACD Postdoctoral Database Portal

When submitting a voluntary or involuntary termination in Pitt Worx, please remember to also submit the termination request in the OACD Postdoctoral Database Portal. We are

collecting career outcomes on our postdocs; therefore, if you know where the terminating postdoc is going (e.g., university/company and employment details), please enter the information under termination details. If you do not know where the postdoc is going, please enter "Unknown" for all fields. **Do not enter their current position information.**

For any questions regarding this, please contact kmc311@pitt.edu.

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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