

# CENTER FOR Postdoctoral Affairs IN THE HEALTH SCIENCES

## Monthly Postdoc Updates for Postdoctoral Administrators

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### Postdoc Administrator Highlight: Jessica Thomas

*School of Health and Rehabilitation Sciences*



**How long have you been in your position?** In June I joined the School of Health and Rehabilitation Sciences - Dean's office as their Personnel and Operations Administrator. Previously, I was the Administrative Manager with Med-Ophthalmology for 5 years. I have been with the University since 2000.

**What do you like about postdoctoral affairs?** I have been involved with postdoctoral affairs since their inception. The growth and support the office provides is like no other. I appreciate all the effort they put into their website and monthly newsletters. OACD supports their mission each and every day. They are

truly dedicated to providing all the tools and resources necessary for the success of all professionals.

**What advice would you give to a new postdoc admin?** My advice is to become familiar with [Office of Academic Career Development | University of Pittsburgh](#). All the information a new Admin needs to be successful is found here. Also, ask questions. Dr. Zellers, Ms. Dennis, and the rest of the OACD staff are there to help you be successful. No question is a dumb question when you are learning. I have found them all to be extremely helpful with difficult situations as well. The patience and professionalism they exude makes the most difficult situations easier and smoother.

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## ANNOUNCEMENT

The Center for Postdoctoral Affairs in the Health Sciences will be hosting a Town Hall in September. We will be sending the Save the Date announcement within the next couple of weeks.

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## Postdoctoral Scholars (New Appointments)

OneDrive should only be used for new postdoc scholars. **IMPORTANT:** Please email [postdoc@hs.pitt.edu](mailto:postdoc@hs.pitt.edu) to inform us that there is a new postdoc scholar in OneDrive for your area. Reappointments will be processed via Pitt Worx.

1. Onboarding for postdoc scholars is completed in Talent Center. Please do not ask the candidate to complete their I-9 or any onboarding prior to them receiving the electronic onboarding.
  2. On the appointment form, please include the following information:
    - SSN
    - Date of Birth
    - Gender
    - Citizenship/Nationality
    - Home Address
    - Account Number
    - Personal email for onboarding communications (Pitt email is preferred if they have one)
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## Postdocs Taking Institute for Clinical Research Education Degree Granting Program(s)

If any of your postdocs are starting June/July and will be taking any of the degree granting programs through ICRE for the Summer terms, please contact the Center for Postdoctoral Affairs in the Health Sciences at [postdoc@hs.pitt.edu](mailto:postdoc@hs.pitt.edu) to ensure you have access to the OneDrive folder labeled ICRE Education Benefits. This is a special process to ensure that the incoming postdocs tuition benefits are applied to the summer courses.

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### FUN FACT!

On Mars, the sunsets are blue! The sunsets we know are typically mellow yellow or fiery pink. But if we lived on Mars, we'd witness blue sunsets, as seen in a [series of images](#) snapped by NASA's Curiosity rover in 2015. As **Mark Lemmon**, a scientist who worked on the Curiosity team, explained to NASA's [Jet Propulsion Laboratory](#), "The colors come from the fact that the very fine dust is the right size so that blue light penetrates the atmosphere slightly more efficiently."

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Please send any comments or suggestions for future newsletters to [postdoc@hs.pitt.edu](mailto:postdoc@hs.pitt.edu).

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



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