

Lutton, Kenna Michelle

From: Office of Academic Career Development <oacd@pitt.edu>
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To: Lutton, Kenna Michelle
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CENTER FOR
Postdoctoral Affairs
IN THE HEALTH SCIENCES



Newsletter

Volume 9 | February 2022

**Welcome to the Center for Postdoctoral Affairs in the Health
Sciences Newsletter for Departmental Contacts!**

Watch your email inbox for monthly notices keeping you informed and updated on postdoctoral affairs.

Postdoc Administrator Highlight

Our featured Postdoc Administrator for February is Mark Lebder:



How long have you been in your position? As of February 1, it's been 22 years.

What do you like about postdoctoral affairs? It's nice to see the future scientists. They have some bright ideas and to help them get established so they can begin their careers is enjoyable.

What advice would you give to your new postdoc admin? My advice would be...there is a lot to it. A lot of intricacies. Take your time. Write things down. Be flexible. And it doesn't hurt to keep a bottle of Excedrin handy just in case.

Important: Creating Offer to International Postdocs via Talent Center

NEW OACD PRACTICE: Before an offer will be approved and extended to an incoming International Postdoc, I will be reaching out to the department to verify that the individual has obtained their visa and has made the travel arrangements to arrive in Pittsburgh on or before their start date.

As a reminder, when creating an offer for international postdocs who are outside of the US, please do not create an offer in Talent Center until it has been confirmed that the incoming international postdoc has obtained their visa and has provided an arrival date into the US.

We have had to rescind some offers for international postdocs because they could not obtain the visa in time for their start date.

This does not mean you cannot provide the offer letter for signatures to the international postdocs as they need the offer letter to obtain their visa, but do not create the offer in Talent Center until you have verified that they will be in the country on their actual start date.

Once the actual start date has been confirmed, if it needs to be modified, please update the offer letter and obtain the signatures on the new offer letter. You can then create the offer via Talent Center and send Tina DeReno (tdereno@pitt.edu) the new offer so she can update the OACD Postdoc Database Portal.

Creating Talent Center Requisitions for Posting

When creating talent center requisitions, please include the following:

- Job Description
- Qualifications (i.e., degree requirements, etc.)
- COVID Statement: The University of Pittsburgh requires all Pitt constituents (employees, trainees, and students) on all campuses to be vaccinated against COVID-19 or have an approved exemption. Visit coronavirus.pitt.edu to learn more about this requirement.
- Diversity Statement: The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer and values equality of opportunity, human dignity, and diversity, EOE, including disability/vets.

New Offer Letters

We have updated our offer letters for all New Appointments to include the COVID Statement. Please visit <https://www.oacd.health.pitt.edu/administrators/appointment-procedures#sample> to obtain the new offer letters.

J1 Visa English Language Proficiency

Per the Office of International Services, visa regulations require that all scholars in the J1 status prove they have sufficient English language skills to function on a day-to-day basis in the US.

Scholars can show one of the following things to prove their language proficiency:

1. They can take an approved English test (English3, Duolingo, IELTS, TOEFL) or provide results from a previous test taken within the last 2 years.
2. They can show proof that they are from a country where the national first language is English or that they studied there for 1+ years within the last 2 years (this includes US institutions).
3. They can have their educational institution provide a letter specifically stating that their primary method of instruction is English (regardless of where the institution is based).

This proof is to be uploaded with the J1 Request as a required evidentiary document through the My OIS System.

Center for Postdoctoral Affairs in the Health Sciences Email Address

When emailing the Office of Academic Career Development/Center for Postdoctoral Affairs in the Health Sciences regarding postdoc related questions/issues/concerns/etc., please

use the following email:

postdoc@hs.pitt.edu

You can also email Tina DeReno (tdereno@pitt.edu) or Tammy Dennis (tad9@pitt.edu) directly.

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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