

Subject: [Shs_postdoc_administrators] Center for Postdoctoral Affairs in the Health Sciences
Newsletter - Oct. 2021 | Vol. 5

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From: Shs_postdoc_administrators on behalf of Center for Postdoctoral Affairs Health Sciences

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CENTER FOR
Postdoctoral Affairs
IN THE HEALTH SCIENCES



Newsletter

Volume 5 | October 2021

**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 Spotlight

Our featured postdoc administrator for October is:

Nancy M. Linderman, M.Ed.,
Department of Computational and Systems Biology



How long have you been in your position? I have been working at the University of Pittsburgh for over 20 years, with 19 years in the School of Medicine in the Department of Computational and Systems Biology. I have been the Administrative Manager in the department for the past 9 years and have worked with postdoctoral associates and scholars and the team in the Office of Academic Career Development (OACD) for the past 19 years.

What do you like about postdoctoral affairs? The Postdoctoral Affairs Team is supportive and available not only for the postdoctoral administrators but for the postdocs as well. I have always felt comfortable in contacting them to assist with unique situations to help our postdoctoral associates and scholars. Whether a phone call, an email, a meeting, or a Zoom meeting; together, we have been able to reach solutions while meeting the needs of our postdocs. In addition, the OACD is an educational and career development resource for our postdocs through its course offerings, career development planning, and job announcements for example. Our postdocs have a great set of resources to set them up for success.

What advice would you give to a new postdoc admin? Although it may seem overwhelming when you are learning the processes, there are people and resources available to assist you. This creates an opportunity to build your network of contacts. Please reach out as early as possible allowing enough time to navigate the process especially if you're experiencing a complex issue. You may contact me as well at nml@pitt.edu.

- Always start working on your reappointments early, taking into consideration visa renewals, the time constraints of others, and approval processing times.
- Keep the 90-day renewal guideline in mind for your postdocs. As a reminder, I note them on my calendar to assist with planning and include them in my Task List in Outlook which is a great organizational tool.
- I also track all my department members in a database which allows me to easily monitor their appointments beginning and end dates, I-9 end dates, visa classifications, and other important information.

- Always remember you are an integral part in supporting your postdocs and your hard work and dedication is appreciated.

REMINDERS:

Talent Center - Creating Offers

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 obtain their visa and has provided an arrival date into the US.

New and Reappointments - PI vs. Mentor

The PI is the owner of the funding source, and the mentor is the individual mentoring the postdoc during their postdoctoral training.

When inputting the information for the PI, please start typing the last name of the PI in the PI field, then allow the dropdown options to generate. Once generated, please select the correct PI. The system will then pre-populate all the grants for that PI.

If the grant(s) does not appear in the pre-populated fields, check if you have the correct PI of the funding source. If you do have the correct PI, in the comments section list the funding source. We also ask you to reach out to Tina DeReno (tdereno@pitt.edu) informing her that the funding sources is not appearing and provide her with the Notice of Award for the funding source. This will help our office investigate why the funding source is not appearing.

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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