Postdoctoral Job Posting Template

Job Title/Department:

Introductory paragraph

- Information about the lab, Center, Division and/or Department
- Suggestions: can use verbiage from the About Us section of Department internet page

Paragraphs 2 and 3

- Recommend 2-3 sentences at minimum about the nature of the research, information about PI, possibly list a link to the PI’s profile / website.
- Describe major responsibilities of the postdoctoral trainee

Qualifications:

- Degree: PhD or MD (specify area of study)
- Related experience: specify what type of experience is required or preferred
- Skills: list any required or preferred skills
  - For example: specific lab skills, software skills

Other:

- Grant requirements
  - For example: US citizen or Permanent Resident if expressly specified by grant

Enhancements:

- Add a link to the PI’s profile or department website
  - For more information about our research, please visit:
  - To learn more about our lab, please visit:

NOTES: Add a modifier to the title to attract a more targeted applicant pool and make your posting stand out among the 30-50 other postdoctoral positions listed. This modifier will only be used on the posting; it does not affect the official title in SAP.

For example,

Postdoctoral Associate – Bioinformatics

Postdoctoral Associate - Epidemiologic and Clinical Research