

# 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*