

## OFFICE OF POSTDOCTORAL AFFAIRS

# Postdoc Career Development Resources

### Fall/Winter

#### **Mentoring Undergraduates in the Lab (September):**

This workshop teaches graduate students and postdocs how to supervise and mentor undergraduates in the lab to ensure a positive experience for both mentor and mentee.

#### **Guidance Panel for Faculty Positions (September):**

A faculty member panel provides insight into the faculty application and hiring process. The panel includes newly hired faculty who recently went through the hiring process, and faculty who have been involved in the hiring of new faculty.

#### **Postdoctoral Scholars Orientation (Monthly):**

All recently hired postdoctoral scholars, and anyone interested in learning about the postdoc experience, are welcome to attend. This session will introduce the most important things postdocs need to know about their postdoctoral training experience at Ohio State.

#### **OUAB Professional Development Events:**

- Exploring Internal and External Funding Opportunities
- Writing Successful Grants
- Professional Engagement with Social Media
- Creating and Delivering Elevator Speeches
- Professional Small Talk and Networking
- Battling Imposter Syndrome
- Building Online Portfolios and Websites

#### **The Ohio Union Activities Board (OUAB) Academic Job Series Workshop (First half of fall semester):**

- **Curriculum Vitae and Cover Letters:** How to write vitae and cover letters for jobs in academia, with a focus on format and content, as well as career tips for applying for positions.
- **Teaching and Research Statements:** An overview of teaching and research statements — how they are used in the academic job search process and guidance on how to write them.
- **The Interview:** Emphasis on career strategies, confidence skills, interviewing techniques and expectations. Example questions and practice opportunities will be provided.
- **Negotiating the Job Offer:** Strategies for responding to a job offer and effective approaches for negotiation.

### Spring

#### **OUAB's Non-Academic Job Series Workshop:**

- **Preparing for the Non-Academic Job Search:** Information about the job search process, helpful tips for starting the job search and learning what materials to prepare, etc.
- **Cover Letter and Resume Workshop:** How to write resume and cover letters, with emphasis on format and content. Career tips on applying for positions with an administrative focus are highlighted.
- **Preparing for the Interview:** Emphasis on career strategies, confidence skills, interviewing techniques and expectations. Example questions and practice opportunities will be provided.
- **Job Offer and Salary Negotiations:** Strategies for responding to a job offer and effective approaches for negotiation.
- **New Professionals Panel:** An opportunity for participants to ask new professionals questions about the job search process, their new jobs, etc.

#### **Postdoctoral Scholars Orientation (Monthly):**

As described above.

#### **How to Make Good Talks Great (May):**

Strategies for improving technical seminars and job and public outreach talks, including the art of responding to questions and knowing what not to say.

## Summer

### **Postdoctoral Scholars Orientation (Monthly):**

As described above.

### **Fellowship Writing Seminar (June):**

An interactive workshop focusing on the fundamentals of crafting a compelling, competitive fellowship grant.

### **Mentor Training Workshop (June):**

Participants have the opportunity to discuss mentoring challenges among peers, share best mentoring practices, read relevant literature, review structured documents for mentoring success (e.g., compacts and individual development plans) and create a mentoring philosophy.

### **Academic and Professional English Workshop (June-August):**

A seven-week interactive program to help non-native English speakers develop spoken English skills and work on public speaking, presenting, networking, small talk, pronunciation, grammar and fluency.

### **Peer Writing Groups for Faculty Positions: (June-August):**

These groups will help postdoctoral scholars prepare materials typically required in applications for faculty positions.

### **Professional Profile Clinic (July):**

An interactive event designed to prepare participants for the job search outside academia. Participants receive feedback on their resume, elevator pitch and Linked-In profile, and can have their headshot taken.

### **Diversity: The Key to Innovation and Creative Solutions (August):**

The workshop will enhance self-awareness, advocacy and leadership competencies. Participants will learn the challenges to achieving diversity and how they can contribute to solving the problem of underrepresentation.

## Long Workshops or Courses

### **SciPhD Bootcamp (May):**

This two-day boot camp focuses on teaching the skills needed to land a first job. The job market for scientists is very competitive, and more than just scientific and technical skills are needed to stand out from the competition. During this experiential learning event workshop leaders will help identify necessary business and social skills, how to reframe past experiences to demonstrate mastery of those skills and how to gain missing skills before starting a job search.

### **Hacking the Academic Job Market (August):**

- Graduate School as a Means to a Job
- How To Write an Academic Job Application—Cover Letter, CV, Teaching Statement, Research Statement
- How to Write Successful Grant and Postdoc Applications
- Interviewing
- Campus Visits
- Negotiating your Tenure Track Offer

### **Management and Leadership Skills for Scientists (Summer or Fall):**

These highly interactive workshops place significant emphasis on attendee participation through role playing exercises, whole group discussion and small group exercises. Case studies and examples used during the workshop focus on situations common to scientists in basic academic biomedical research. Participants will receive copies of all slides and didactic materials.

### **The Craft of Writing Effectively (TBD):**

As emerging scholars, perfecting the craft of writing is an essential component of developing as postdoctoral scholars, and yet resources for honing these skills are largely underutilized. Larry McEnerney, Director of the University of Chicago's Writing Program, leads this session with helpful rules, skills and resources available to graduate students interested in developing their writing style.

### **Team Science Workshop (TBD):**

Important health, technology, social and environmental problems impacting our world are complex and researchers are increasingly addressing them through collaborative and cross-disciplinary engagement. This workshop offers practical guidance about how best to engage in team science: to pursue complex science questions, to work effectively with team members and produce high impact research outcomes that help meet society's needs.

### **For More Information Contact:**

Office of Postdoctoral Affairs  
Office of Research and Graduate School

Marcela Hernandez  
Administrative Director

Hernandez.16@osu.edu  
[go.osu.edu/osupostdocs](http://go.osu.edu/osupostdocs)



THE OHIO STATE UNIVERSITY