**A&S Postdoctoral Research Associate Job Advertisement Template**

Instructions: Black text is required language. Please adapt the text indicated in red type to customize your position advertisement and position description. Note that all candidates are asked to include a statement describing previous professional experience or future plans (or both) that demonstrate a commitment to diversity and inclusion.

Postdocs are considered faculty positions and must be created on the instructional side of PeopleAdmin, even though a postdoc may be fully research-oriented.

**Postdoctoral Research Associate of [Department]** [additional key words can be added to title for posting purposes, title limit 75 characters]

*This text goes in the position description:*

The Department of X at William & Mary, a public university of the Commonwealth of Virginia, invites applications for a postdoctoral research associate position that will begin [desired general begin date]. We seek an individual with expertise in [A, B, C]…. and [X Y Z] is preferred. [Add research detail and key words as appropriate. You may also indicate if initial appointment is funded for one or more years, and/or appointment may be extended pending funding and performance.]

Required: A Ph.D. is required at the time appointment begins. [list additional requirements as appropriate] Preferred: [list preferred qualifications or skills as appropriate]

*This information must be included in the approved narrative ad and will be pasted in the* ***Posting: Special Applicant Instructions*** *section:*

Applicants must apply online at https://jobs.wm.edu. Submit a curriculum vitae, a cover letter, a statement of research interests, [and XXX]. A diversity statement is not required. Candidates are encouraged to reflect on their past experiences or future plans to foster an inclusive and welcoming climate for learners/scholars in [enter discipline] in any of the aforementioned required documents. You will be prompted to submit online the names and email addresses of three references who will be contacted by the system with instructions for how to submit a letter of reference.

For full consideration, submit application materials by the review date, [indicate a date that is minimum 30 days from date of live posting]. Applications received after the review date will be considered if needed.

Additional Information can be found at [link to web site].

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities. William & Mary conducts background checks on applicants being considered for employment.

Notes about the Postdoc Ad Template:

* Red text should be adapted to the individual position, Black text is the minimum required language.
* Submit Word narrative ad to your Vice-Dean, Jinger Hickman (jrhickman@wm.edu) and Kathy Morgan (kpmorg@wm.edu) for review and approval.

About PeopleAdmin:

* See A&S Faculty Recruitment and Appointment Resources [WEB LINK HERE] for specific job aids.
* The dept administrator (hiring official) will either update an existing position number with revised duties, requirements, and dates; or create a net new position description (that will be assigned a new posn#), with duties and requirements.
* Attach to PD: OSP’s confirmation of funding, approved full narrative job ad, and your unit’s org chart.
* When PD is approved by HR Class/Comp, create a *Posting* using the approved PD #, adding special applicant instructions and the department’s search plan.
* The application instructions list specific application materials which correspond with the list of documents to select when setting up the posting.
* *Do not circulate faculty posting*; save the posting draft and directly contact HR faculty recruitment staff to activate the posting.

Advertising:

* For Postdoc positions, place the full narrative job advertisement in at least one external online source or listserv at the hiring unit’s discretion and expense, if any. Advertising can begin when the PeopleAdmin posting goes live.
* All external ads and posts must point applicants to [https://jobs.wm.edu](https://jobs.wm.edu/) live posting to apply.