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| **SAMPLE: (Instructional/Executive ) PeopleAdmin Position Description Attributes for Full-time Postdoctoral Research Associates.** |
| After full narrative ad (following ad template) is approved by Faculty Personnel Services, Hiring Official (Dept Admin) selects attributes from drop-down *or* pastes text from the narrative into PeopleAdmin |
| *Note: Research faculty positions may use some of these attributes where applicable.* |

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|  | The full PD title contains the dept/prog name only. Specialization can be added in parentheses for clarity of advertising |
|  | **Postdoctoral Research Associate of Dept/Program** |
| Position Type: | Instructional/Executive |
| Department: | X Dept - 3K% |
| Classification Details |  |
| **Role Title** | Postdoctoral Research Associate [filter to search for "Postdoctoral Research Associate"] |
| **Role Code** | 09927 |
| **FLSA** | Exempt |
| **Contribution Level** |  |
| **Equal Opportunity Statement** | William & Mary is an Equal Opportunity/Affirmative Action/Equal Access employer and actively encourages applications from minorities, women, disabled persons and veterans. |
| Position Information |  |
| **Division** | Arts & Sciences |
| **Location** | William & Mary |
| **Department** | X Dept - 3K% |
| **Position Title** | Postdoctoral Research Associate of [Dept] (specialization optional in parentheses, for advertising purposes) |
| **Contribution Level** |  |
| **Position Number** | F0xxxW or blank for new posn# as applicable  *If replacing an individual by updating the same position # – please update/reclassify position for new recruitment. If net new position, please create new.* |
| **FLSA** | Exempt |
| **Hiring Official** | *[Select dept admin staff to serve as dept Hiring Official(s)]* |
| **Employee Background Check** | Non-Sensitive - standard background check |
| **Economic Interest Statement** | No |
| **Safety Sensitive** | No |
| **Unit Mission Statement** | *[Sample only: Use your specific dept/prog mission, perhaps from your web page, for instance:]* The mission of the Department of X is to foster teaching, research, and public service …. |
| **Position Summary** (Note: paste text from narrative job ad created from *current* ad template, using job language for your specified position recently approved by Faculty Personnel Services (FPS)) | The Department of X at William & Mary, a public university of the Commonwealth of Virginia, invites applications for a postdoctoral research associate position …. |
| **Required Qualifications** | A Ph.D. in xx is required at the time appointment begins. [note: paste full job ad requirements approved by FPS] |
| **Preferred Qualifications** | [note: paste full preferred qualifications from approved job ad] |
| Supervisory Position Description |  |
| **Job Title** | system-generated when FC# is selected |
| **Position Number** | Select the Principal Investigator’s position number (F0xxxW) who will supervise the postdoc |
| **Org Unit** | xDept - 3K% |
| Time Sheet Approver Information | *n/a for faculty positions* |
| Budget Information |  |
| **Agency** | W&M (204) |
| **Position Descrip Effective Date** | Since most postdoc start dates are not known in advance, for a net new position, use today’s date. If this is an updated PD replacing an employee who is leaving, make sure the PD effective date is AFTER the employee is expected to be terminated via Clearance. |
| **Position Status** | Restricted Funding - Appointment limited to specified funding availability (grants, auxiliary, private sources, etc.) |
| **Employment Category** | Instructional Faculty |
| **Position Term** | 12-Month (research postdocs are typically 12-month/year-round. If it’s explicitly a 9-month teaching-and-research postdoc, choose 9-mo) |
| **If other, specify the months** |  |
| **Base Budget Amount: Annual salary (full time positions). Does not include fringe cost.** | in the $00,000 to $00,000 range based on experience and qualifications |
| **Funding Source** | Grant funded |
| **Funding Justification For Position** | Research position funded by [relevant Grant] for P.I. [name the PI here]. OSP funding verification attached. |
| **Budget Office Comments** | *[Leave this blank; this is for the Budget Office to make notes]* |
| **Previous Incumbent Name** |  |
| **Previous Incumbent Salary** |  |
| Banner Funding Source | (if funded by more than one grant, add additional fields accordingly) |
| **Index** | 7xxxxx |
| **Account** | 611262 |
| **Percentage** | 100% |
| Supplemental Documents |  |
| Position/Budget Justification | ***Attach OSP Confirmation of Funding*** |
| Other Document | ***Attach your full Dean’s Office-approved narrative job ad*** |
| Organizational Chart (Required) | ***Attach your updated Dept/Prog Organizational Chart*** |