

Title of the Position:

Department and School:

Anticipated Appointment Dates:

Email/Website:

- **Introduction of School/Department:**

- This first section should consist of an overview of the Department/School including such things as mission and vision, and any additional information that would be helpful to prospective postgraduates.

- **Overview of the Position:**

- The overview of the postgraduate position ***must include*** detailed information pertaining to the following three areas - education, training, and mentoring:

- ***Education:*** The education plan should include how this will prepare the applicant for their educational goals, i.e., for graduate or medical school applications.
- ***Training:*** Specify the type(s) of training the postgraduate will receive. Be specific around training techniques, methods, etc.
- ***Mentoring:*** How will be postgrad be mentored? Will they attend weekly meetings with their Faculty Mentor, attend seminars, and work alongside others in the department/lab, etc.?

- Location: Where will training take place e.g., location of lab/department?
- You may also wish to include in this section that postgraduate appointments are one-year appointments with the possibility of a one-year renewal.
- Compensation: Please also include the compensation, this is required by state law for all job postings.

- **Qualifications:**

- Please include in your position description that the minimum qualification for a postgraduate position at Yale is a bachelor's degree.
- Include in this section specific qualifications the department is looking for in a candidate and years of previous experience, if applicable.

- **Process to Apply:**

- Deadline to apply to the position.
- Specify required documents e.g., cover letter, CV, examples of work, etc.
- Include an email or link where candidates can submit their materials.