

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:** For visiting students at the School of Medicine, explain how the training the postgraduate will receive relates to their degree program at the home institution.
 - **Training:** Specify the type(s) of training the postgraduate will receive. Be specific around training techniques, methods, etc.
 - **Mentoring:** How will the 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.
- **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.