

## UTH Postdoc Ad Template

1. **Job Title (Front Facing)**: This is the title that is listed among other job ads. It usually includes the department name followed by a descriptive title of what will be studied. Example: “Biochemistry and Molecular Biology – Structure of a Bacterial Metabolic Pacemaker”
2. **Employer**: The department name is listed in full, followed by the school. Example: “Department of Biochemistry and Molecular Biology, McGovern Medical School”
3. **Address**: Building number, street name, city, state, and zip. Example: 6431 Fannin St, Houston, TX, 77030
4. **Contact Information**: Usually the name of the PI that is recruiting, and their e-mail.
5. **Description**:
  - **Job Title (Internal)**: This is the title that appears at the top of the ad once the ad has been opened. Example: “Postdoctoral Research Fellow Position in Biomarker Discovery”
  - **Job Description**: Items to include 1) the project 2) the department and 3) information about the lab or group. Example: “A postdoctoral fellow position is available to study <project>, in the <department>. The laboratory focuses on <your lab’s research>.”

## Description (cont)

- **Minimum Requirements:** Minimum degree and experience requirements.
- **Description of Qualified Candidates:** More details on relevant experience or interests desired.
- **Required Application Materials or “To Apply”:** List application materials and where the applicant should send it to (contact e-mail). This usually includes a cover letter, CV, and reference information.

6. **Equal Employment Opportunity (EEO) Statement:** The following statement will be added by default by the Office of Postdoctoral Affairs “UTHealth is committed to providing equal opportunity in all employment-related activities without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law or university policy. Reasonable accommodation, based on disability or religious observances, will be considered in accordance with applicable law and UTHealth policy. The University maintains affirmative action programs with respect to women, minorities, individuals with disabilities, and eligible veterans in accordance with applicable law.”