

PROCEDURES FOR DEVELOPING AND ADVERTISING POSTDOCTORAL RESEARCH ASSOCIATE POSITIONS

As of April 26, 2009, the procedures for developing and advertising both local and headquarters funded postdoctoral research associate positions will be as follows:

Supervisor/Mentor

- Completes the vacancy announcement worksheet located on the ARS web site under “**HRD Topics A-Z – Postdoctoral Research Associate – Procedures for Developing/Advertising Postdoctoral Vacancy Announcements**”; and
- E-mails the worksheet to servicing Human Resources Specialist. Click on the link below to find the Human Resources Specialist that serves your location.
<http://www.afm.ars.usda.gov/hrd/operations/keycontacts.htm>

Human Resources Specialist

Prior to Selection:

- Develops announcement in USAjobs based on information provided on the worksheet (post-doc template is available on “USAjobs – Team Template”);
- Requests announcement number from Research Associate Program Coordinator – Cathy Walker at cathy.walker@ars.usda.gov ;
- Posts announcement on the USAjobs web site;
- Sends Vacancy Announcement Coordinator (Christian Thompson) an e-mail containing the position title, location, announcement number and URL of the vacancy announcement. Copy Cathy Walker on e-mail message;

Selection Made:

- Removes announcement from USAjobs;
- Sends e-mail message to Christian to remove announcement from Agency web site; and
- Completes and e-mails “Selection Notification” to Cathy Walker (form can be found on the W:Drive under HRDSHARE/Post-Docs).

Vacancy Announcement Coordinator

- Post and removes vacancy announcement on Agency’s web site.

Vacancy Announcement Worksheet Postdoctoral Research Associate Program

1. Position Title:

2. Location of Position: *(City, State)*

3. Description of Duties: *(Provide three or four sentences outlining the major duties and responsibilities of the position)*

4. Qualification Requirements: *(Identify what type of Ph.D or related scientific discipline is required. Specify other knowledge/skills/abilities that are required or desirable)*

5. Funding Source: *(Identify funding source – i.e. HQ-funded or Locally-funded. Be sure to indicate “Recency” of Ph.D. on HQ-funded positions which must have received a Ph.D. within the last 4 years. Area Directors have the authority to approved exceptions to this policy.)*

6. Appointment Period: *(Indicate the appointment period, e.g. 13 months, 1 year, 2 years. Remember, HQ-funded must be for a minimum of 2 years)*

7. Special Consideration: *(Indicate “YES” or “NO” as to whether or not the duties of the position will require unrestricted access to BSL-3 containment facilities, work with CFR-listed agents or toxins, or unrestricted access to the exclusion areas of high security facilities, such as the vaults of major gene banks.*

8. Contact Information: *(Provide supervisor/mentor contact information)*

Name:

Address:

Phone:

Fax:

E-mail:

-SAMPLE-

Vacancy Announcement Worksheet Postdoctoral Research Associate Program

1. Position Title:

Research Plant Pathologist

2. Location of Position: *(City, State)*

Beltsville, Maryland

3. Description of Duties: *(Provide three or four sentences outlining the major duties and responsibilities of the position)*

The incumbent will create as well as use existing, Green Fluorescent Protein (GFP) labeled strains of *Xylella fastidiosa*, in order to monitor colonization of the vascular system of sweet orange and grapevine plants following artificial inoculation with homologous and heterologous strains of the pathogen. Monitoring methods will include confocal microscopy, real-time quantitative PCR and culture methods. The incumbent will also use the existing full genome sequence data for this organism to develop hypotheses related to colonization of the vascular system of susceptible hosts by this pathogen.

4. Qualification Requirements: *(Identify what type of Ph.D or related scientific discipline is required. Specify other knowledge/skills/abilities that are required or desirable)*

Recent Ph.D. in Plant Pathology or a closely related field is required. Knowledge of microbial culture and inoculation methods for fastidious prokaryotes, PCR- and antibody based detection assays are desirable.

5. Funding Source: *(Identify funding source – i.e. HQ-funded or Locally-funded. Be sure to indicate “Recency” of Ph.D. on HQ-funded positions which must have received a Ph.D. within the last 4 years. Area Directors have the authority to approved exceptions to this policy.)*

HQ-Funded

6. Appointment Period: *(Indicate the appointment period, e.g. 13 months, 1 year, 2 years. Remember, HQ-funded must be for a minimum of 2 years)*

2 years

7. Special Consideration: *(Indicate “YES” or “NO” as to whether or not the duties of the position will require unrestricted access to BSL-3 containment facilities, work with CFR-listed agents or toxins, or unrestricted access to the exclusion areas of high security facilities, such as the vaults of major gene banks.*

No

8. Contact Information: *(Provide supervisor/mentor contact information)*

Name: Dr. John Smith

Address: USDA/ARS, Building XXX, Room XXX
10300 Baltimore Avenue

Phone: 301-504-XXXX

Fax: 301-504-XXXX

E-mail: jsmith@ba.ars.usda.gov

