

**POSTDOC AD – SCIENCE**

**Stony Brook University – or-  
Research Foundation of SUNY at Stony Brook**

**PERSONNEL REQUISITION &  
POSITION DESCRIPTION**

Line number/STATE ONLY	Official Title <b>Postdoctoral Associate</b>	Grade/Rank <b>E. 89</b>	Personnel Req. No.
Acct./Grant No.	Department/Project Name	Name:Supervisor/Project Director	Signature:Supervisor/Project Director
Funding: (check one)	<input type="checkbox"/> State Funds Regular <input type="checkbox"/> State Funds-Temp Svc <input type="checkbox"/> State Funds-Temp Svc-Pending No. <input type="checkbox"/> Income Fund Reimbursable <input checked="" type="checkbox"/> <b>X Research Foundation</b> <input type="checkbox"/> Other-specify:		
Type of Position: <input type="checkbox"/> NEW <input type="checkbox"/> REPLACEMENT		Name of Previous Incumbent	
Desired Starting Date:			
Appointment Information I <input type="checkbox"/> Full-time <input type="checkbox"/> Term <input type="checkbox"/> Part-time <input type="checkbox"/> No stated limit <input type="checkbox"/> Classified <input type="checkbox"/> Temp: Until		Appointment Information II <input type="checkbox"/> UUP <input type="checkbox"/> RF	
Requested Salary/Wage if more than six months		<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Annual	
Hours of Work Start time:      End Time:		Total Hours per Week	Shift
			Days of Week
JCAHO <input type="checkbox"/> Patient Contact (works in a department where patients visit) <input type="checkbox"/> No Patient Contact <input type="checkbox"/> Regular Clinical Contact ( employee is responsible for patient diagnosis or hands on treatment)			
Recruitment <b>Science Ad</b>			
To be interviewed by	Title	Phone	
Fax	Campus Address	Zip + 4	
<b>REQUIRED QUALIFICATIONS:</b> Indicate minimum education, training, work experience, etc., <u>required</u> for this position. Denote ESSENTIAL duties with an "E" and include estimated percentage of effort. PhD in a related field or foreign equivalent (if a specific discipline or additional education is required, please indicate here)			
<b>Preferred Qualifications:</b> Indicate the preferred education, training, work experience, etc.			
<b>DESCRIPTION OF THE POSITON TO BE FILLED</b> To help in recruiting for this position, describe fully the duties and responsibilities. Continue and attach separate pages(s), if additional space is required.			
In 10 Words or less indicate the field of study (This will be used in the ad text – this text may be modified to fit in the ad space)			
Mentor Name	<b>NOTE: Salary will be posted "Commensurate with Experience" on the CJO unless a specific salary range is requested and approved by HRS Classification &amp; Compensation.</b>		
If you would like a link to your department's web page or another university web page, please print the full URL below.			
<b>FOR ALL POSITIONS:</b> Please direct resumes/cover letters to:			
Name		Title	
Campus Address		Campus Zip + 4	
Contact Fax Number			

<b>Signatures &amp; Approvals</b>			
Department Head	Date	AA/EEO Committee Chair	Date
VP/Provost/AD Approval	Date	Grant Management/Budget	Date
<b>THIS SECTION IS FOR HRS, UH/HR, LISVH HR USE</b>			
POSITION TITLE:		Position Title Code	Salary Grade
Postdoctoral Associate			
Line Number	Date 37 Approved in Class & Comp.	C&C Approver	Date Received in Recruiting
RF			
Approved Salary/Wage Range		Job Category	
\$	<input type="checkbox"/> Hourly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Annual <input type="checkbox"/> Per Diem	<b>(K) Postdoctoral Positions</b>	
Approved to Recruit			
REVIEWER/APPROVER COMMENTS			
Actual appointment salary to be c/w/e and in accordance with equity for comparable incumbents/position within department and/or lab.			

**ETS Access:**  
 The following are authorized to access ETS. Those having ETS access will receive e-mail notifications regarding receipt, approval and the Posting Reference Number Notice. Analysis notes are also accessible through the ETS system.

	<b>Name</b>	<b>E-mail Address</b> (Only Lotus Notes Account Holders have access to the system. Access is through Notes and the Web.)
	<b>VP Coordinator:</b>	
1.		
2.		
3.		
4.		

**If you would like to permit applicants to submit resume/cover letter online through HRS' Online Resume System please complete the following:\***  
 The following are authorized to access this database: (i.e.: hiring manager, search committee members, administrative employees assisting in the search coordination)

	<b>Name</b>	<b>E-mail Address</b> (Only Lotus Notes Account holders have access to the system. Access is through Notes and the Web.)
	<b>VP Coordinator:</b>	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

**\* HRS Online Resumes System:**

The Online Resume System, when activated will allow applicants to apply for your posting online. accept resumes submitted online. The database organizes the information and provides job level security for each search that is conducted.

- Recommended Access Groups/Individuals:
- All Search Committee Members
  - Hiring Manager
  - Administrative Support Individual to the Search.
- The Online Resume System (ORS) sends an approved electronic Acknowledgement Letter to each applicant that applies online through the system. The search committee/department does not need to send this letter for those that apply through the Online Resume System.
  - Each applicant completes the Voluntary Affirmative Action Information Survey (VAAIS). The search committee/department does not need to send the VAAIS to those that apply through the Online Resume System.
  - All resumes are screened for viruses.
  - Individual e-mail accounts are not cluttered with resumes/cover letters.
  - Two easy ways to access the system (must have a Lotus Notes account for both options)
    1. Through your Lotus Notes workspace.
    2. Through the Internet via HRS' web page.

For more information go to [www.stonybrook.edu/hrs/recruiting](http://www.stonybrook.edu/hrs/recruiting) and click on Online Resume System or call Human Resource Services - Recruiting & Employment Services at 632-1757 or 632-1129.