

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

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Postdoc Administrator Highlight: Vanessa Benkovich

School of Medicine

Department of Surgery



How long have you been in your position? I have been with Surgery as the Research Administrator for 2.5 years; however, I have worked at Pitt in a similar capacity for the last 7 years, and prior to that worked at Pitt in a project manager role.

What do you like about postdoctoral affairs? It's a new area of oversight for me, so it's interesting to learn new processes and skills that will help move my career forward here at Pitt.

What advice would you give to a new postdoc admin? Ask questions and use all your resources. There are tons of online guides, and everyone has been really nice and helpful. I'd also say, just dig in. It seems overwhelming at first, but once you start some of the tasks it gets easier!

Postdoc Inquiries - First Line of Contact

This is a reminder that all inquiries related to postdocs should be sent to Kristen Chavis (kmc311@pitt.edu) as the first line of contact. This includes – but is not limited to – questions regarding the OACD Postdoctoral Portal, Talent Center or PittWorx, appointment updates, postdoc time off/leave inquiries, appointment approvals or justification letters. When necessary, Kristen will escalate the inquiry to the Associate Director or Director. **Do not use** the oacd@pitt.edu mailbox for postdoc related issues.

English Language Fluency Form (ELF)

Postdoctoral Scholar

When completing the appointment form for a Postdoctoral Scholar Packet, there is a box on line 17 for English Language Fluency (ELF). This box is only to be filled in when the postdoc is teaching in some capacity during their appointment. If they will not be teaching, please leave this box blank.

Postdoctoral Associate

In Talent Center, you must select an option for English Language Fluency. If 'no' is selected, the ELF form is not required. If any other option is selected ('yes', 'exempt', 'lab') the ELF form must be provided when submitting the offer through Talent Center.

Reappointment Documents

Please make sure to provide all required documents when submitting a reappointment. The required documents include the reappointment letter, updated CV, updated Career Development Plan (CDP), and Progress Assessment. When submitting through the OACD Postdoctoral Portal, you must upload the updated CV and reappointment letter. If the CDP and Progress Assessment have not been completed at the time of pre-approval through the database, then these must be provided when submitting through PittWorx.

Please send any comments or suggestions for future newsletters to postdoc@hs.pitt.edu.

Archived editions of past newsletters are available on the [OACD Website](#).