Preparing Now for Next Year’s Market

Carie Cardamone
Sheridan Center for Teaching & Learning
Today’s presentation

- Looking for academic jobs
- Applying for academic jobs
- What should you do *now* to prepare?

+ Advice from the trenches
Before you start looking for an academic job . . .

- What is your timeline to finish?
  - Talk with your advisor!

- Where are you headed?
  - academic vs. non-academic
  - type of institution: National Lab or Center, Research University, Teaching College, 2 Year
What track will you follow?

- Academic Fields have different paths:
  - postdoc(s)?
  - term appointment?
  - tenure-track or other research positions?

Future direction of your research?

- Where will you find the resources necessary to build a research program?
When do you start?

- Prepare your materials *early*
  - Edit them as position arise
  - Give copies to letter writers early
- Postdocs timelines can vary widely!
- Faculty positions are *typically* advertised in the fall with interviews occurring in February – April.
Where do you find jobs?

- **Networking**! – your research group, faculty, researchers in your department, professional colleagues & collaborators, conferences.

- Job Advertisements (see handout & Brown’s Biomed postdoc office)

- National Fellowships (e.g., NSF)

- Postdoc? Contact the PI!
What do you prepare?

Short descriptions of your research.

- cover letter
- CV
- Letters of recommendation
- transcripts
- research statement

Additional Materials:
- List of publications
- Teaching statement
- Writing sample
- Teaching Portfolio
Which Jobs to apply to?

- Does the position appeal to you?
- Do you have the necessary qualifications?
- Would you take the job if offered it?

*If you don’t apply, you won’t get the job!*

- Can you tailor an application for that job?
How to Apply:

- Read the job ad carefully
- Contact the PI / department
- Draft your application materials
  - Tailor each application as needed
  - Get feedback on your application materials
  - Revise & Proofread rigorously
  - Ask for letters of recommendation *early*
- Submit *only* what is requested *on-time*
Developing your applications:

- Tailor your materials for each job:
  - Learn more about the Lab, institution & department
  - Consider “The Hiring Process from the Other Side” (https://career.berkeley.edu/PhDs/PhDhiring.stm)
- Show Enthusiasm
  - About the position, your research, teaching
Remember to consider:

- Disciplinary conventions
- Professional: Use letterhead and etiquette
- Organization: form *and* content
- Audience
- Letters of recommendation
  - Ask early! Ask for advice! Ask for individual letters for each position.
- Dossier service: **Interfolio**
Advice from the Trenches . . .

- What do you wish you had known before you started applying?
- Describe your experience applying:
  - What was your timeline?
  - How did you find positions?
  - How did you ask for letters?