

# Welcome to Tech!

Office of Postdoctoral Services



# Who We Are



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# Onboarding

# Getting Started Checklist

All Postdocs

Visit Human  
Resources

Enroll in  
Benefits

RCR,  
EHS, etc.

Engage  
with us!

International Postdocs – Connect with the [Office of International Education](#) or [Global Human Resources](#)

[Review Administrative Tasks & General Contacts](#)

# Benefits Enrollment

- If you are a **new employee** and need advice before selecting a healthcare insurance, a retirement plan (required!) or other benefits:
  - Benefits Counselors are available to assist you. [Schedule an appointment](#) or read [benefits information](#).
  - [The Optional Retirement Plan \(ORP\)](#) is selected by most postdocs. The TRS plan requires 10 years of work within the USG system, which is unlikely for most postdocs.
- If you are an **Affiliate Postdoctoral Scholar** (not an employee), you are eligible for the [student health insurance plan](#) only. Please email [postdoc-services@gatech.edu](mailto:postdoc-services@gatech.edu) if you have any questions.

# Postdoctoral Services Resources



# Stay Informed!

Bi-Weekly [Postdoc] Newsletters

[Website: postdocs.gatech.edu](https://postdocs.gatech.edu)



In this newsletter:

- Join Us for Ceramics Night!
- Workshop: Networking for Career Success
- Reminder: Attend the Research Town Hall
- Graduate Career Consortium: Virtual Career Expo
- Understanding the media: A starter guide for scientists
- Opportunities through the National Postdoctoral Association
- Postdoc Chats
- Funding Opportunities

#### Join Us for Ceramics Night!

DATE: Tuesday, March 11  
TIME: 4:00 - 6:00 p.m. ET  
LOCATION: On campus at Georgia Tech Paper & Clay, 410 4th St NW, Atlanta, GA 30332

[Register using this link.](#)

For this spring event, you will get the opportunity to paint your own ceramic mug! We have 34 spots available and there is still room. We hope to see you!



## Postdoctoral Services

Office of Graduate and Postdoctoral Education

[About](#) | [Prospective & New Postdocs](#) | [Current Postdoc Resources](#) | [Faculty & Staff Resources](#) | [Events & News](#)

## Welcome to the Office of Postdoctoral Services

Our mission is to enhance postdoctoral training and professional development, while building a sense of community.

[About Our Office](#)

[Current Postdoc Resources Overview](#)

[Appointment Guidelines](#)

[Career Development](#)

[Career and Professional Development](#)

[Cohort-Based Programs for Postdocs](#)

[Fellowships and Grants](#)

[Family Friendly Resources](#)

[Groups and Organizations](#)

[Postdoc Advisory Council](#)

[Responsible Conduct of Research](#)

[Frequently Asked Questions](#)



# Join Our Slack

Our workspace is [gtpostdocs.slack.com](https://gtpostdocs.slack.com)

Register with your gatech.edu e-mail address to join!

1. Read our [Code of Conduct](#).
2. Head to the #introductions channel and let people know:
  1. Your name
  2. School/Department
  3. 2-3 sentences about your research
  4. A non-scientific skill/hobby
  5. Leave a :party\_blob: emoji to show that you read and understand our Code of Conduct





# Postdoctoral Services Events and Workshops

All events and workshops are released through our newsletter at the beginning of each semester.

If you arrive mid-semester, [subscribe to our newsletter](#) to receive the most up to date information.

# Communication and Self-Advocacy

# Set Expectations Early

- [Self-assessment and goal setting](#)
- [Writing goals and expectations](#)
  - Additional resources on [mentoring relationships](#)
- Postdoc Academy's "[Productive Postdoc Conversations](#)"
  - Topics cover building an actionable career plan, exploring leadership, transferable skills, and more
  - Provides activities and resources for mentors *and* mentees

# Mentorship Training

- [Impactful Research Mentorship Series](#)
- [Navigating Professional Boundaries: A Guide for Graduate Student and Postdocs](#)

# Postdoc Advisory Council

- Faculty representatives from each college/school to help with unit specific questions, e.g., seminars, core facilities, listservs
- Find your contact [here](#)



# Advocacy and Conflict Resolution

## First steps

- Talk with the person
- Talk with your faculty supervisor
- Talk with your Postdoc Advisory Council representative
- Talk with the school chair or associate chair
- Talk with the associate dean for research for your college

## Where to seek help

- [Kyla Ross](#), Assistant Vice Provost for Advocacy and Conflict Resolution
- [David Anderson](#), Assistant Director for Advocacy and Conflict Resolution
- [Office of the Ombuds](#)

If a postdoc has attempted to have their concern addressed yet still feels that they need someone in the Institute to look at their case to help with the conflict.

# **Additional Postdoc Resources**

# Graduate Career Development

- [Events](#)
  - Workshops
  - Employer Information Sessions
  - Career Chats
  - Fall and Spring Career Fairs
- [CareerBuzz](#) job posting site
- Appointments
  - Career exploration
  - Resume reviews and interview prep
  - Job search strategies
  - Salary negotiation tips

**[Graduate Career Development Advisors](#) are available for appointments with postdocs:**

- Christina Hall
- Catharine “Cat” Groover
- Gaeun “Gwenn” Seo



# Preparing Future Faculty



Center for  
Teaching and Learning

## TA Development and Future Faculty support



- Tech to Teaching certificate program
- Fundamentals in Teaching and Learning for Postdocs
- Academic job search workshop series and bootcamp
- Individual consultations on academic jobs and teaching
- Teaching workshops
- CTL free virtual workshops and classes

## Tech to Teaching



## Workshops



## Consultations



# Responsible Conduct of Research

<https://rcr.gatech.edu/>

<https://rcr.gatech.edu/compliance-postdocs>

- Complete online CITI RCR course within 90 days
- If funded by a covered NSF grant = 4 hrs in-person RCR within 1 yr
- If funded by a covered NIH grant = 8 hrs in-person RCR within 1 yr



# Library

<https://library.gatech.edu/>

<https://library.gatech.edu/faculty>

- The Faculty Research Zone, 4<sup>th</sup> floor of Price Gilbert, is open to postdocs! (<https://www.library.gatech.edu/faculty-research-zone>)
- Workshops offered throughout the year (e.g., citation management, data visualization, finding funding opportunities)
- [Subject experts](#)
- [Poster printing service](#) (if your unit does not have one)
- Provides free [patent and trademark](#) related training and research consultation
- Fun events!

# Naugle Writing and Communication Center

- <https://www.communicationcenter.gatech.edu/>
- Advice on communications projects (e.g., job talks, grant proposals)

## Entrepreneurship Opportunities

- The [Enterprise Innovation Institute](#) is Tech's business outreach organization and offers a variety of programs for commercialization, entrepreneurship, and business services

# Health and Well-being

- **Employee Benefits**
- **Employee Assistance Program**
  - mental health counseling and support 24 hours a day
- **Wellness Empowerment Center**
  - a large offering of support services for individuals and families, and resources about financial well-being, nutrition, and other topics
- **Campus Recreation** – fitness classes, intramural sports, other exercise programs

Georgia Tech  
**Employee  
Benefits**



# Family Accommodations and Other Support Groups

- [Perks and Programs](#) for spouses and dependents (e.g., summer camp, childcare)
- International Students and Scholars Services
  - [Spouse and Family Resources](#)
  - [The Language Institute](#) offers courses for international scholars and spouses to improve English proficiency
- [Communities of Connection](#) are employee-initiated community groups

- [Employee Resource Groups](#) are voluntary employee associations that aim to build a welcoming community



**Communities of  
Connection**

@Tech

Communities of Connection are employee-initiated community groups for employees with common concerns/life experiences centered under at least one of the 8 Dimensions of Wellness to offer support and connection for one another.

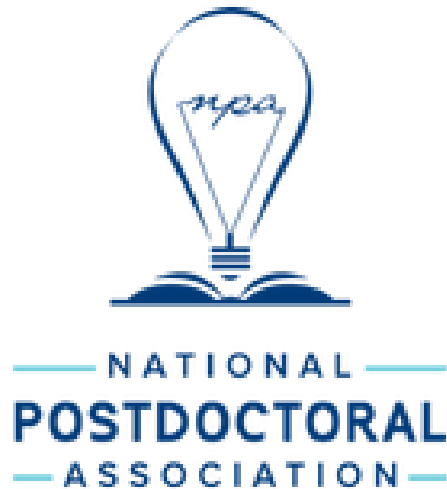
Spread the word! [Download the promotional flyer](#) to encourage your colleagues to join a Community of Connection or Resource Group.

# Additional International Scholar Resources

- Postdocs new to paying taxes in the U.S.
  - Webinar from Jan 31, 2025:  
[https://mediaspace.gatech.edu/media/Postdocs+new+to+paying+taxes+in+the+U.S./1\\_kyyytj2v](https://mediaspace.gatech.edu/media/Postdocs+new+to+paying+taxes+in+the+U.S./1_kyyytj2v)
- From the National Postdoctoral Association (activate your free membership to access)
  - [Beginner's Guide to Income Taxes for International Postdocs](#)
  - [International Postdoc's Survival Guide](#)
- [International Grants & Fellowships](#)



# Build Your Own Peer Support Network!



[Activate your free National Postdoctoral Association affiliate membership.](#)

- Career and professional development webinars
- [SmartSkills Series](#)
- Leadership opportunities on the Advocacy, Outreach, Meetings, POSTDOCKET, or Resource Development Committees
- Job board
- And more!

**Questions can be sent to:  
[postdoc-services@gatech.edu](mailto:postdoc-services@gatech.edu)**