The Office of Postdoctoral Affairs (OPA)

Joseph Lutz, PhD
Associate Director of Postdoctoral Affairs

Administrative Office Building
1737 W. Polk St
Suite 310 (3rd floor)
Room 311E

312-413-0059
joelutz@uic.edu

• Inaugurated in August 2018
• Cooperatively funded by:
  • Vice Chancellor for Research
  • Vice Chancellor of Health Affairs
  • Provost
  • College of Medicine

• Core functions:
  • Administrative support
  • Career development
  • Measuring success
  • Community building
The Office of Postdoctoral Affairs (OPA)

Joanna Groden, PhD
Vice Chancellor for Research

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Postdoctoral Association

The postdocs!
The Postdoctoral Association (PDA)

Empowering postdocs, building careers

• Started in 2010
• Volunteer organization
Postdocs at UIC
Total = 205 postdocs

Nov 2018
# What the OPA & PDA actually do!

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>08/20/18</td>
<td>Inauguration of the OPA</td>
<td></td>
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<tr>
<td>Aug 2018</td>
<td>PDA Annual BBQ</td>
<td>Social</td>
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<tr>
<td>Sep 2018</td>
<td>Second Annual UIC PDA Career Development Symposium</td>
<td>Symposium</td>
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<tr>
<td>Nov 2018</td>
<td>Job Searching with Purpose</td>
<td>Workshop</td>
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<tr>
<td>Nov 2018</td>
<td>Postdoc Orientation (held quarterly)</td>
<td>Orientation</td>
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<tr>
<td>Nov 2018</td>
<td>CHIentist 4th Annual Connections Matter</td>
<td>Networking</td>
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<tr>
<td>Dec 2018</td>
<td>Holiday party</td>
<td>Social</td>
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<tr>
<td>01/17/19</td>
<td>Finding and securing your academic job <em>(Your Future in Science collaboration)</em></td>
<td>Panel</td>
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<tr>
<td>02/04/19</td>
<td>Managing your data and reputation <em>(kindly coordinated by UIC Library)</em></td>
<td>Workshop</td>
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<tr>
<td>02/11/19</td>
<td>Postdoc orientation</td>
<td>Orientation</td>
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Career Development Symposium 2018

In numbers

Planning and execution
- 9 organizers
- 8 volunteers

Program
- 1 keynote speaker
- 4 panel discussions
- 15 panelists

Participation
- 202 attendees

Sponsorship
- 13 sponsors

Reach
- 24 institutions represented
- >2300 impressions

Satisfaction
- 89% satisfaction with keynote speaker

Participants:
- Grad students: 94
- Postdocs: 63
- Others: 45

Sponsors:
- Abbott
- Agilent Technologies
- AMICULUM USA
- Argonne National Laboratory
- Charles River Laboratories
- DePaul University
- Great Lakes Neuroscience, Inc.
- Illinois Institute of Technology
- Intelligent Medical Objects
- The Jackson Laboratory
- Loyola University
- Midwestern University
- North Shore University
- Northwestern University
- Ortho Dermatologics
- QIAGEN
- Rheaply
- Rosalind Franklin University
- Rush University
- The Tobin Touch, Inc.
- Thermo Fisher Scientific
- University of Illinois at Chicago
- University of Chicago
# Upcoming Postdoc events

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<tr>
<td>03/06/19</td>
<td>Women in Science</td>
<td>Panel</td>
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<tr>
<td>03/14/19</td>
<td>Finding funding <em>(in collaboration with Research Development Services)</em></td>
<td>Workshop</td>
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<tr>
<td>03/28/19</td>
<td>Propel Careers seminar (Life science recruitment firm)</td>
<td>Seminar</td>
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<tr>
<td>04/25/19</td>
<td>Immigration seminar</td>
<td>Seminar</td>
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<tr>
<td>05/17/19</td>
<td>Teaching fundamentals</td>
<td>Workshop</td>
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<tr>
<td>05/15/19</td>
<td>Postdoc orientation</td>
<td>Orientation</td>
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<tr>
<td>07/11/19</td>
<td>Leadership and interpersonal styles</td>
<td>Workshop</td>
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<tr>
<td>09/13/19</td>
<td>Third Annual UIC PDA Career Development Symposium</td>
<td>Symposium</td>
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OPA current projects and initiatives

Current
• Workshop series
  • UIC postdoc workshop series
• Developing postdoc hiring procedures with HR
  • Job description, decision tree/checklist
  • Resources for faculty hiring postdocs

Initiatives
• Postdoc recruitment event
  • Formal recruitment event to interview prospective postdocs
• Postdoc awards
  • Travel awards
  • Development awards
• Postdoc tracking
  • Measuring success
How will the OPA help you?

- Feel free to bring any postdoc related issue to me!
How can you help the OPA?

• What do you think is missing for postdocs on campus?
• Looking to engage staff who:
  • Are able to provide career development opportunities for postdocs (e.g. how to interact with an administrator!)
  • Have ideas/suggestions for the administrative support the OPA provides for postdocs
Questions?

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Associate Director of Postdoctoral Affairs

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312-413-0059
joelutz@uic.edu
RDS Team

RDS@uic.edu

http://Research.uic.edu

http://research.uic.edu/rdsopenlab

http://uofi.uic.edu/emailer/newsletter/143380.html

Joanna Groden, PhD
Vice Chancellor for Research

Maryfrances Miley
Associate Director of Research Development Services
mileym@uic.edu
312.996.9969

Sarah O'Brien, Ph.D.
Associate Director of Research Development Services
sobrie1@uic.edu
312.355.0224
RDS vs ORS

RDS:
- Identify funding sources
- Build collaborations
- Help evaluate
  - Right team
  - Right time
  - Right opportunity

ORS:
- Reviews PAF
- Compliance checks
- Review budget
- Negotiate and execute award documents/contracts
- Monitor sponsor guidelines and policy updates

Idea inception → proposal development
Proposal development → award
RDS Responsibilities

• Direct PIs to sources of extramural funding
• Administer limited submission process for campus
• Identify potential collaborators
• Facilitate large grant applications
• Organize peer reviews
• Facilitate working groups organized around priority research interests
• Celebrate UIC research excellence through Research and Scholar of the Year Program
• Provide educational outreach to campus community through workshops and seminars
• Oversee campus-wide seed grant competitions when funding is available, e.g., DPI
Operations

- Limited Competitions
- RDS News
- RDS Open Labs
- Maintaining CRB roster
- Red team review for strategic proposals

Campus engagement

- Institutional proposals, e.g., Carnegie Community Engagement Classification application, NIH Facilities proposal
- Institutional data resources with Library, e.g., Symplectic Elements
- Developing asset maps
- Synching with Corporate and Foundation Relations

Relationships

- Connecting collaborators
- Facilitating key strategic research programs
- Helping articulate mission
- Identifying participants
- Finding funding opportunities
- Planning and facilitating meetings
- Developing communications
- Communicating with University leadership
Questions or Feedback?