

Template for a postdoc search ad

Case Western Reserve University Postdoctoral Fellow Department of XXXXX

[The first paragraph should include brief information about the position, including PI's./Supervisor's Name]

Case Western Reserve University, Department of _____ is seeking a qualified candidate to fill a postdoctoral fellow position. This is a one-year appointment with the possibility of renewing for an additional year. [[Definitions of postdoctoral fellows and scholars.](#)]

Supervisor/PI: [Dr. John Smith]

Responsibilities and Duties:

[This should include all day-to-day duties that the candidate would be doing. Also include partnerships, required work hours if necessary and other duties.]

1. XX
2. XX
3. XX
4. XX

Minimum Qualifications:

[Include all necessary job-related qualifications, as well as preferred qualifications. Remember that these criteria will be used to rate and judge candidates and also for their annual review. All qualifications should be legitimate job-related, non-discriminatory selection criteria.]

- Doctorate in _____.
- _____ years of experience with _____.
- Excellent written and oral communication skills necessary.
- Must be eligible to work in the United States.

How to Apply:

[Include all of the information that a potential applicant needs to apply for the position including CV, examples of published work, etc...]

- Review of applications will begin on _____
[This date should be at least 5 days after the job-announcement is posted.]

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- All submission materials should be uploaded to this job opening for review.

[The following sections are REQUIRED in all job posting. Contact the Office of Faculty Advancement and Postdoctoral Affairs if you have any questions about these statements. These should not be revised.]

In compliance with the City of Cleveland's Pay Transparency Ordinance (effective October 27, 2025), the annual starting base salary range for this position is \$55,000 - \$63,480. CWRU considers factors such as (but not limited to) the specific grant funding and the terms of the research grant when extending an offer. Postdocs receive individual and family healthcare benefits, life insurance, and employee assistance.

Case Western Reserve University is an equal opportunity employer. All applicants are protected under federal and state laws and university policy from discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, protected veteran status, disability, age and genetic information.

Case Western Reserve University complies with the Americans with Disabilities Act regarding reasonable accommodations for applicants with disabilities. Applications requiring a reasonable accommodation for any part of the application and hiring process should contact the CWRU Office of Equity at 216.368.3066 to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis.