

Erin Golden, PhD

Assistant Director

Postdoctoral Office

Supervisor: Bruce Mandt

Supervisory: N/A

The Assistant Director of the Postdoctoral Office (“The Assistant Director”) in the CU Anschutz Medical Campus Graduate School is responsible for providing strategic leadership, management, and oversight for all aspects of CU Anschutz postdoctoral affairs. The Assistant Director succeeds in this mission by providing information, resources, and outreach to support the logistical aspects of postdoctoral training. Such activities include, but are not limited to, building partnerships with CU Anschutz departmental and divisional HR authorities, creating materials to facilitate postdoctoral appointments and reporting, coordinating the annual postdoctoral performance review process, overseeing and administering entrance and exit surveys, supporting postdoctoral training grants, supporting Postdoctoral Association (PDA) events, and delivering Postdoctoral Office (PDO) orientations. The Assistant Director will also develop metrics that will enable the measurement of effectiveness and impact of these activities. The Assistant Director will work closely with the Associate Dean and Director on many of these responsibilities. To succeed in this role, it is imperative to possess high emotional intelligence and demonstrate a deeply held commitment to promoting diversity, equity, and inclusion.

Specific duties and responsibilities include, but are not limited to:

Leadership and Management (50%)

- Engage with university HR professionals to develop guidance documents for postdoctoral appointments and separations.
- Ensure that postdoctoral entrance and exit surveys are capturing requisite information; develop strategies for increasing survey participation rates.
- With the Associate Dean and Director, serve as a postdoctoral training “subject-matter” expert to aid campus and system level offices (e.g., HR, legal) with policy-related decisions.
- Work closely with the Graduate School’s Senior IT Professional to coordinate and manage the annual postdoctoral performance review process.
- Collaborate with Graduate School staff members to oversee, manage, and maintain the content of the PDO website.

Training and Program Facilitation (30%)

- With the Associate Dean and Director, manage and deliver the new postdoctoral scholar orientation, designed to introduce postdoctoral scholars to campus opportunities and resources to support their training.
- Provide administrative leadership for PDO and PDA events (e.g., Postdoctoral Research Day, National Postdoc Appreciation Week).

- With the Associate Dean and Director, collaborate with faculty serving as principal investigators for training grants, including NIH T32 awards, to actively shape and develop training opportunities that align with their program goals.

Collaborative Partnerships (20%)

- Constructively engage with groups representing postdoctoral scholars (the Postdoctoral Association, PDA) to further identify and develop the resources that are most sought after by these groups.
- Create and maintain collaborations with external organizations, including others focused on postdoctoral affairs (e.g., the National Postdoctoral Association, AAMC GREAT); represent CU Anschutz on national committees.
- Build strong partnerships with campus units involved in postdoctoral training (e.g., SOM HR).
- Other duties as assigned by the Associate Dean.