

**Bruce H. Mandt, PhD**

**Associate Dean**

**Director: Postdoctoral Office | Career Development Office**

**Supervisor: Jennifer Richer**

**Supervisory: Matt Berta, Meng Xiao**

This mission of the Associate Dean and Director of the Postdoctoral Office and Career Development Office is to augment the training environment for all graduate students and postdoctoral fellows on both the Denver and Anschutz campuses by providing advice and resources for the development of additional skills required for the growth of their careers and entry into the job market.

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

*Career Development*

- Develop a strategic plan and metrics for the CU Denver | Anschutz Medical Campus' Graduate School Career Development Program.
- Develop, manage, and facilitate monthly workshops in the Graduate School's career development program (e.g., workshops on communication, leadership, management, professionalism skills).
- Establish and maintain on-line resources for career development, acquisition and skill-building, and practical aspects of job-searching for postdoctoral fellows and graduate students.
- Oversee and maintain the content of the Graduate School's Career Development Office website.
- Constructively engage with campus offices (e.g., CU Innovations, Ombuds, OIA) to provide trainees career and professional development opportunities (e.g., workshops, internships).
- Serve as Graduate School liaison to support CU Anschutz initiatives (e.g., Learn Local, Alumni Relations).
- Serve as Graduate School liaison to support CU Denver undergraduate research and career development initiatives.
- Interface with potential employers and recruiters to gain detailed insight into the skills sought by employers, particularly those relevant to the biomedical sciences.
- Oversee implementation and management of a career services online content management system (e.g., Handshake).
- Utilize social networking sites (e.g., LinkedIn) and other similar sites to derive a database of former students and postdocs who could serve as a resource to assist trainees in their career development and/or job search.
- Provide individual career coaching to graduate students and postdoctoral fellows.

*Postdoctoral Affairs*

- Oversee and maintain the content of the Postdoctoral Office website.
- Constructively engage with groups representing postdoctoral fellows (the Postdoctoral Association, PDA) and graduate students (Graduate Student Council, GSC) at the university to further identify and develop the resources that are most sought after by these groups.
- Provide administrative support for the PDA and the GSC to develop workshops, organize symposia and guest speakers in areas and topics of interest that are identified by these representative groups.
- Manage and deliver the new postdoctoral fellow orientation designed to introduce postdoctoral fellows and others with similar credentials to the opportunities provided by the University and the PDA. Capture and post on the website the information presented at these events.

## Graduate School Staff – Spring 2023

- Support utilization of NIH Training Grant-related data in the existing Graduate School-sponsored database as they pertain to postdoctoral trainees in order to facilitate the production of T-grant application tables for interested constituents.
- Provide administrative support for faculty who serve as the principal investigators on training grants such as T32 awards from the National Institutes of Health (NIH), to develop training opportunities that align with the goals of their training grants.
- Serve as a postdoctoral and career development “subject-matter” expert to aid campus and system level offices (e.g., HR, legal) with policy-related decisions.
- Other duties as assigned by the Dean.