

"Position Available" Request Form

Department of Anatomy and Cell Biology
University of Saskatchewan

Please use this form to initiate placement of a "Position Available" advertisement on the Department of Anatomy and Cell Biology web page.

Instructions: Complete each of the boxes below. Something must be entered into every box. See the notes on page 2 for help and suggestions. Please save the completed form as a pdf on your computer, then e-mail it as an attachment to Ms. Evelyn Bessel (biomed.grad@usask.ca).

Supervisor name

Position type

Yearly rate of pay

Project title

Project description

Requirements

GPA required

TOEFL score required
(foreign applicants)

How to apply

Closing date

Contact E-mail address

NOTES

Supervisor name - This is the name of the ACB faculty member placing the ad. On the web page, applicants will be able to click on your name and be taken to the page which describes your research.

Position type - Please create a separate ad for each potential position that you wish to advertise. There is no requirement that you ever actually accept someone into an advertised position.

Yearly rate of pay - This is the minimum amount that you are promising to pay any successful applicant. Current ACB guidelines are a minimum of \$15,000/yr for an MSc student, and \$18,000 for a PhD student. If you are specifying that the applicant must win a scholarship to be accepted (see below), then indicate the amount that the required scholarship pays. For example, the current rate for departmentally administered scholarships is \$17,000/yr for an MSc student, and \$20,000/yr for a PhD student. For postdocs, you may wish to follow Tri-Council policies. For technicians, you may wish to contact Human Resources for their guidelines.

Project title - Self explanatory.

Project description - Please provide a brief description that touches on the biological questions being addressed and the research techniques that will be utilized.

Requirements - Specify the level of education (degree) that the applicant must have. If desired, specify the previous area of study. If desired, specify any particular coursework, experience, or technical expertise that is required or desired. If you require that an applicant must win a scholarship in order to be accepted, please state that clearly in this box. If you require an applicant to win a specific scholarship, name the scholarship that must be won.

GPA required - For graduate student positions, you must specify a GPA of at least 70% (or equivalent), which is the university minimum. If you will only accept applicants who are theoretically qualified for scholarship support, specify a GPA of at least 80% (or equivalent). If you do not wish to specify a GPA (for example for a postdoc or technician), please write "no requirement" in the box, and that is what will appear on the web page.

TOEFL score required - The U of S minimum TOEFL score is 80, with a score of at least 20 in each area. An applicant with this minimum score is not likely to have excellent English skill. You may wish to specify a higher score. Applicants may have taken a different test of English proficiency (i.e. IELTS, CanTEST or PTE). If you do not wish to specify a TOEFL score (for example for a postdoc or technician), please write "no requirement" in the box, and that is what will appear on the web page.

How to apply - Give specific instructions about the documents and information that the applicant must send to you. These should include unofficial copies of transcripts, diplomas and English test scores (official copies of these will be required later). You may also wish to request a CV, or a specific written statement (research interests, suitability of their background for the project, summary of previous work, career goals, whatever you want them to write). The web site will state a closing date and contact e-mail address (see below).

Closing date - Applicants will understand that this is the date by which they must submit all information in order to apply for the position. You may choose any date you like. If you do not want to specify a closing date, write "open" in the box, and that is what will appear on the web page. You may change the closing date whenever you want. However, the ad will be removed from the web page if the closing date is allowed to expire. If you fill the position before the closing date expires, or you are no longer accepting applications, please notify Evelyn to have your ad taken down.

Contact e-mail address - This is your e-mail address that applicants will be instructed to use for sending their information to you.