AMNH Gerstner Scholars in Bioinformatics & Computational Biology

Application Instructions

PURPOSE

The American Museum of Natural History seeks highly qualified applicants for its Gerstner postdoctoral fellowship program in Bioinformatics and Computational Biology. Successful applicants must be able to work effectively in applying innovative techniques to pursue independent and collaborative bioinformatics and computational research in integrative studies of genomics or spatial bioinformatics or biodiversity informatics, alongside faculty and other researchers interested in phylogenetics, phylogeography, evolutionary studies, and phenomics (the use of high-throughput computational methods to analyze morphological, physiological, and other phenotypic form and function). Scholars will also participate in the design, development and implementation of new algorithms, bioinformatics tools and infrastructure and computational methods to facilitate genomic assemblies and analyses, as well as developing methods to catalyze ongoing synthesis of phylogenetic information and address ‘big data’ issues from a computational perspective.

FUNDING AND DURATION

Gerstner Scholars in Bioinformatics & Computational Biology will be hired as full-time employees of the American Museum of Natural History. During their employment they will receive full medical insurance, as well as all other AMNH employee benefits. Limited relocation, research, and publication support is provided. Appointments are typically made for up to two years, with the second year appointment subject to a performance review. Gerstner Scholars in Bioinformatics & Computational Biology are expected to be in residence working at the Museum.

DEADLINE TO APPLY

December 15, 11:59pm, Eastern Standard Time
REQUIREMENTS and Eligibility:

Applicants must have a PhD in Biological Sciences, Bioinformatics, Computational Biology, Computer Science, Molecular Biology, Genomics, or a related discipline, with experience in computational biology, bioinformatics, creating databases and computational pipelines, and analysis of large biological data sets. Applicants in the final stages of completing the PhD may apply; selected candidates must have received their degree or deposited their dissertation before they begin their appointment. Proficiency in programming and scripting required (ideally Python, Perl, and R), and familiarity with other languages, such as mysql, C++/C, or Java, is desirable. For bioinformatics and computational biology tool development, candidates should have documented skills in various areas of expertise, such as next-generation sequence processing (quality screening and error correction), de novo and reference guided assembly for non-model eukaryotic whole genomes and transcriptomes, read mapping, gene annotation and discovery, and/or processing phenomic, transcriptomic, and phylogenomic datasets. Experience in a bioinformatics setting and in operating and maintaining high performance linux/unix servers preferred. Candidates should have extensive research experience with a solid publication record, ideally with some experience in phylogenetic methods, and excellent interpersonal, writing and problem-solving skills

INSTRUCTIONS

PLEASE PRINT, REVIEW AND FOLLOW THESE INSTRUCTIONS.

There are two parts to the application process; both must be completed by 11:59pm Eastern Time on December 15. Complete all parts of the application online at the link provided below in Part 1: Application.

Part 1: Application

1) Create an account and fill out the basic information requested here: https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx.

   This is the site were you will upload your documents. If this link does not open directly, copy and paste it to a new browser. Note that his online application works best with the latest versions of Google Chrome and Firefox.

2) Proceed directly to Step 8 and submit the online application at Step 8 BEFORE you begin to upload any documents (be sure to click submit application at the bottom of page). You will not be able to proceed to Part 2 (view and upload documents) until you submit this part of the application at Step 8!
Note: If you previously applied to a Richard Gilder Graduate School program, you will receive the following message:

“Our system recognized you as a duplicate entry. We will contact you by email shortly and send you a link to the documents that you will need to complete to apply for your specific program. If you need to contact us, call 1-212-769-5055 or 1-212-769-5017.”

We will clear your record and then contact you within 1-2 business days after you complete Step 8 so that you can proceed with your application.

Part 2: Document Upload

Below are the required documents that you must upload to our server by 11:59pm Eastern Time on November 15. The documents you need to provide can be seen in the My Documents, Document Center on the left (after Step 8 - submit application).

To upload your documents, click the My Documents, Document Center, select the document, and upload it from your computer on the drop down menu.

All documents must be in PDF format. No other format will be accepted. There are many free PDF file converters on the web such as PrimoPDF. You should also have the latest Adobe Reader to complete the PDF forms in the application package: http://www.adobe.com/

Required Documents:

1. **Cover Letter** - indicating your interest, experience, and qualifications for the position;
2. **Research Prospectus** - provide a 150-word summary abstract and a short (2-4 page) prospectus of the type of research project(s) and bioinformatics-computational biology tools you propose to develop during the postdoctoral appointment
3. **CV and References**
4. **2 Letters of Recommendation** (see instructions for recommendation letters below)
5. **Publications** - PDF files of up to five recent publications, or other documentation of relevant accomplishments in bioinformatics/computational biology.
Formatting (Research Prospectus)

- Font: A font size of 12 points is preferred. A font size of 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters as long as the information is readable. Single space the narrative.
- Margins: Margins, in all directions, must be at least an inch.
- Columns: Use only a standard, single-column format for the text.
- References Cited: Reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address should be included.

Letters of Recommendation (2)

Two letters of recommendation are required from people knowledgeable about your work (exclusive of AMNH curators). Contact each of your recommenders and inform them that they will receive an email from the Richard Gilder Graduate School at the American Museum of Natural History requesting a recommendation for you; be sure to tell them the deadline.

Instructions for letters of recommendations can be found in My Documents in the Document Center. Please follow the instruction guidelines to log in with your email address and password (last name). You can also access the recommendation site directly by clicking the following link: https://rggs-fellowships.amnh.org/Student/

An email will be sent to your recommenders AFTER you complete the required information. Be sure to contact your recommenders and let them know they will receive an email from us. If you need to make a substitution later, please notify us at assistantdirector-rggs@amnh.org.

Note: If you are a duplicate (previously applied to any Richard Gilder Graduate School program), you must wait until you are processed and an administrator contacts you in order to access the recommendation site.

- Enter your login information and password. *Note: different from your online application

  Login: email address  Password: your last name

- Fill out the information requested on the form and submit.
An automated email message will be sent to each of your recommenders with further instructions.

The submitted letters of recommendation will be automatically uploaded into our system.

You do not need to submit all documents before entering the names and emails of your recommenders, you must only first complete the online portion of the application at “Step 8”.

Visa Information

- If you are an international scholar we can assist you with a J-1 visa. We do not issue an H-1B visa for Postdoctoral Fellowships.

Checklist for you to use to ensure you have supplied all information:

- Cover Letter
- Research Prospectus with Abstract
- CV with References
- Filled out Recommenders form online to contact 2 references
- Up to 5 Publications

Answers to frequently asked questions about the AMNH Gerstner Scholars in Bioinformatics & Computational Biology application process can be found on the website.