AMERICAN MUSEUM of NATURAL HISTORY
Richard Gilder Graduate School

AMNH Gerstner Scholars in Bioinformatics & Computational Biology *Application Instructions*

PURPOSE

The American Museum of Natural History seeks highly qualified applicants for its Gerstner Postdoctoral Scholars program in Bioinformatics and Computational Biology. Successful applicants will pursue independent and collaborative computational research in integrative studies of genomics, spatial bioinformatics or biodiversity informatics, alongside faculty and other researchers interested in phylogenetics, phylogeography, evolutionary, and high- throughput phenomic/phenotypic studies. Gerstner Scholars in Bioinformatics & Computational Biology (GSB&CB) also will contribute to the design, development and implementation of new algorithms, and other bioinformatics tools that are customized for Museum research and address emerging big data issues in phylogenetic and comparative biology analyses. In association with their professional development and contributions to the Museum, a portion of each Scholars' efforts will include teaching and workshops (with the *Richard Gilder Graduate School* and *Sackler Institute for Comparative Genomics*) and assistance to Museum scientists and students with their bioinformatics and computational biology research.

FUNDING AND DURATION

Gerstner Scholars in Bioinformatics & Computational Biology will be hired as full-time employees of the American Museum of Natural History, with a generous benefits package. During their employment they will receive full medical insurance, as well as all other AMNH employee benefits. A research budget is provided to support research expenses, publication, and limited relocation expenses. The initial appointment will be for one year, potentially renewable for one to two additional years based on performance. Gerstner Scholars in Bioinformatics & Computational Biology are expected to be in residence working at the Museum.

DEADLINE TO APPLY

November 5, 11:59pm, Eastern Standard Time

Richard Gilder Graduate School
Central Park West at 79th Street
American Museum of Natural History
New York, New York 10024-5192
Info-rggs@amnh.org

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 the bioinformatics of large biological data sets. Proficiency in Python, Perl, and/or R is required, and familiarity with those and other languages, such as C++/C, or Java, is desirable. Candidates should have documented skills in genome informatics, such as sequence processing, de novo and reference guided assembly, gene annotation and discovery, and/or processing phenomic, transcriptomic, or phylogenomic datasets. 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.

Applicants are encouraged to contact potential research mentors/collaborators in advance to develop a research statement (see or *RGGS Faculty Search*). This program encourages applications from scholars with research interests that may have broad implications for such themes as advancing our understanding of the evolution and diversity of species and the "tree of life," genomics, and/or human and medical research. Further information on the Gerstner Scholars program and prior Scholars are at *GSB&CB Program* and *Prior GSB&CB*.

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 **November 5**. 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 where you will upload your documents. If this link does not open directly, copy and paste it to a new browser. Note: this 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 5. 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; also specify potential research mentors you have contacted, if relevant
3. **CV and Names of References**
4. **2 Academic 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.

Letters of Recommendation (2)

Two academic letters of recommendation are required from people knowledgeable about your work (exclusive of AMNH curators). Contact each of your recommenders and inform them they must send their letters of recommendation directly to ***Gerstnerbioinfopostdoc@amnh.org*** by November 5 (**Subject Line**: 2018 Gerstner Bioinformatics Computation Postdoc Reference Letter).

Visa Information

If you are an international scholar we can assist you with a J-1 visa. In some cases, the Museum may be able to support an OPT extension to your existing F-1 visa; if you are offered a fellowship we will ascertain your eligibility for this. If an OPT extension request cannot be accommodated, you will be required to apply for the J-1 visa. We do not sponsor H-1B visas for Postdoctoral Fellows.

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

- ☐ Cover Letter
- ☐ Summary Abstract (150 words)
- ☐ Research Prospectus (2-4 pages)
- ☐ CV with Names of References
- ☐ 2 Academic Letters of Recommendation
- ☐ Up to 5 publications (or other documentation of relevant accomplishments in bioinformatics/computational biology.)

Answers to frequently asked questions about the AMNH Gerstner Scholars in Bioinformatics & Computational Biology application process can be found on the website. *https://www.amnh.org/our-research/richard-gilder-graduate-school/academics-and-research/fellowship-and-grant-opportunities/gerstner-scholars-program/gerstner-scholars-in-bioinformatics-computational-biology*

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