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## **Summary -**

The role of the division representative is to interface with Caltech administrators at the division level, serve as an ombudsman for division postdocs, help plan (in coordination with the division) activities for postdocs, and present ideas, issues, and concerns of division postdocs to the entire Caltech postdoc community. The position will entail 1-4 hours of time per week and the postdoc will be awarded with a \$500 travel and/or research grant from their division for supporting postdoc activities. The main responsibilities of the representative will occur from September through June.

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## **Specific Responsibilities -**

- Meet quarterly with division chair (or more frequently as needed) to discuss information pertinent to postdocs  
(Time: ~30 minutes/quarter)
  - Serve as resource and ombudsman for postdocs with questions, issues, and concerns  
(Time: ~15 minutes/week)
  - Plan approximately 1 postdoc event per quarter in coordination with division and annual postdoc town hall  
(Time: ~3 hours/quarter, Money: \$1000 budget from CPA and division)
  - Host coffee break with new postdocs  
(Time: When warranted with new postdocs, Money: CPA funded)
  - Maintain postdoc division email list in coordination with division administrators  
(Time: ~5 minutes/week)
  - Attend monthly CPA board meetings and coordinate with CPA programs i.e. Buddy Program  
(Time: ~1 hour/month)
  - Send postdoc division emails as necessary  
(Time: ~5 minutes/week)
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## **Why Should You Be A Representative? -**

- \$500 travel and/or research grant
- You can help postdocs, especially new ones, navigate Caltech
- Meet and work with many postdocs at Caltech
- Leadership position that can be listed on a CV
- Opportunity to network and interface with Caltech administrators