



New Postdoc Orientation

Welcome to the University of Virginia! We recognize that getting familiar with a new university can take time and often be frustrating when you don't know whom to approach when you have questions. We hope this document will be a resource for you now and in the future. Below we have highlighted many of the offices and programs across Grounds that are here to support you and listed some of the ways they regularly assist postdocs.

If you are ever unsure who to contact or have questions about the resources that are available, please do not hesitate to reach out to members of the Office of Graduate & Postdoctoral Affairs (contact information below).

IMPORTANT WEBSITES & RESOURCES

University Offices

- Office of Graduate and Postdoctoral Affairs: <https://postdoc.virginia.edu/>
- Graduate and Postdoctoral Diversity Programs: <https://graddiversity.virginia.edu/>
- University Human Resources Benefits: <https://hr.virginia.edu/benefits/uva-health-plan>
- International Center: <https://internationalcenter.virginia.edu/>

Postdoc Association & Peer Groups

- UVA Postdoc Association (PDA): <https://postdoc.virginia.edu/uva-postdoc-association>
- UVA PDA on [Slack](#), [Facebook](#), and [Twitter](#)
- Women in Medical Sciences (WIMS; wimsuva@gmail.com): <https://wimsuva.wixsite.com/wims-uva>

Professional Development & Training

- PhD Plus Program: <https://phdplus.virginia.edu/>
- Center for Teaching Excellence: <https://cte.virginia.edu/>
- Software Resources: https://virginia.service-now.com/its?id=software_gateway

Local Community

- UVA/Charlottesville: <https://gradstudies.virginia.edu/uva-and-charlottesville-guide>

OFFICE OF GRADUATE & POSTDOCTORAL AFFAIRS (OGPA)

Support: Provides University-wide support for postdocs and collaborates with partners on initiatives to advance career-related programming.

Location: New Cabell Hall, offices on the 5th floor

Phil Trella

Associate Vice Provost and Director
Collaborates on University-wide policy. Directs scope of OGPA's initiatives to assist postdocs.
trella@virginia.edu

Jasmine Davenport Crenshaw

Director of Diversity Programs
Connects diverse postdocs and graduate students to opportunities at UVA and beyond.
jasmine.crenshaw@virginia.edu

Melanie V. Sinche

Director of Career and Professional Development
Directs OGPA's PhDPlus program, including career development initiatives for UVA postdocs.
zkc7he@virginia.edu

Amy Garrou

Administrative Generalist
Organizes orientations; handles general postdoc-related questions. Supports PDA with event logistics.
ags8d@virginia.edu

Sam Lake

Assistant Director of Research Communication
Directs research communication programming, including grant and fellowship applications, interdisciplinary research, and science policy.

vvg6xs@virginia.edu

Laura Martinez

Program Coordinator
Supports all diversity initiatives in the Office of Graduate & Postdoctoral Affairs: event planning and liaison with affinity groups.
qey6fk@virginia.edu

Todd Moellendick

Assistant Director of Special Projects
Leads and coordinates various PhDPlus projects for UVA postdocs and graduate students.
tm3wz@virginia.edu

Kelly Oman

Assistant Director of Research Communication
Directs research communication programming, focusing on social sciences and humanities fields, and grant and fellowship applications.
dkk8cp@virginia.edu

Fatima Saldana Morales

Assistant Director for Postdoctoral Affairs
Directs outreach to postdocs; serves as resource for postdoctoral affairs.
fzp7aq@virginia.edu

IMMIGRATION & INTERNATIONAL SERVICE**International Studies Office (ISO)**

Minor Hall, 2nd Floor
A University-wide resource which provides expertise, services, activities, and infrastructure.
ISO includes:

Lorna Sundberg International Center

21 University Circle, Charlottesville
Provides programs and services to enhance the experience of international students, scholars, faculty, and families.
intlctr@virginia.edu

International Students and Scholars Program (ISSP)

Minor Hall, 2nd Floor
Manages the F and J visa programs

Polly Lawson

International Student & Scholar Advisor, ISSP
Provides advising on matters related to acquiring and maintaining legal presence with a J-1 visa in the U.S.
pk12b@virginia.edu

Timothy White

Supervisor, Immigration Services, HR
 2420 Old Ivy Rd., 3rd Floor, Charlottesville
Offers employment and immigration-related assistance and resources for foreign nationals and the larger UVA community.
tjw5x@virginia.edu

Logan Hobbs

University Tax Manager, UVA Finance
 Carruthers Hall, 1001 N. Emmet St., Charlottesville
Assists international postdocs with tax questions regarding their fellowship or wage income at UVA.
lh7ea@virginia.edu

Azamat Akhmedov

Senior Compliance Analyst, UVA Finance
Provides guidance and support on U.S. tax questions for international postdocs regarding their fellowship and/or wage income.
 Carruthers Hall, 1001 N. Emmet St., Charlottesville
qda2js@virginia.edu

Center for American English Language and Culture (CAELC)

English as a Second Language services are offered through CAELC. CAELC helps members of the UVA community attain the level of linguistic and cultural proficiency needed for success at a U. S. research university.
 Nau Hall Room 153
Caelc@virginia.edu
<https://caelc.virginia.edu/>

HUMAN RESOURCES

Support: Provides advice and assistance with employment, benefits, pay, wellness, and professional development for postdocs University-wide.

General notes regarding benefits: Postdocs must enroll in benefits, including health, dental, and vision insurance, within 30 days of your position start date.

- *If you are a Research Associate*, please contact HR to enroll if you haven't already done so, at: askHR@virginia.edu or by calling 434-243-3344. Their website is <https://hr.virginia.edu/benefits>
- [Postdoctoral Fellows](#), please visit our website for links and instructions as there is a different enrollment process. See [here](#) for benefits enrollment.

Benefits & General Questions

AskHR@virginia.edu
 HR Solution Center: 434-243-3344

Benefits for New Benefitted Employees

[Workday Video \(behind Netbadge\)](#)

POSTDOC ASSOCIATION

Support: The PDA collaborates with the OGPA to develop and support the association's goals and initiatives across four primary areas: community building; career development; resource development; and diversity and community outreach.

Website: <https://postdoc.virginia.edu/uva-postdoc-association>

PDA on [Slack](#)

PDA on [Facebook](#)

PDA on [Twitter](#)

PDA EMRG (Equity Minded Reading Group) on [Slack](#)

LIBRARIES

Support: Library staff, services, and resources ensure that the University community has the information it needs for teaching, research, and personal enjoyment and enrichment.

Scholars' Lab: The University's community lab for the practice of experimental scholarship in all fields, informed by digital humanities, spatial technologies, & cultural heritage thinking. scholarslab.lib.virginia.edu/

Andrea Denton

Research & Data Services Manager
Claude Moore Health Sciences Library
Liaison to biomedical sciences and public health; provides support for finding, organizing, and presenting information, and data management and planning.
Contact Andrea at: ash6b@virginia.edu for personalized assistance.

Erich Purpur

Science and Engineering Librarian
Provides department liaison support and outreach to science and engineering disciplines, including subject and information databases, data management and use, and information literacy and spatial methods.
Contact Erich at: ep9k@virginia.edu for personalized assistance.

Christine Slaughter

Social Science Research Librarian
Serves as a resource for postdocs and students in the social sciences, specializing in politics, psychology, sociology, and public policy, with a particular interest in qualitative/interpretive social science methods and analysis.
Contact Christine at: cs7ww@virginia.edu for personalized assistance.

Brandon Walsh

Head of Student Programs, Scholars' Lab
Liaison to postdocs and students for training and advising on digital pedagogy and digital humanities.
Clemons Library, 3rd Floor
bmw9t@virginia.edu

POPULAR LIBRARY RESOURCES

Library Home

<https://www.library.virginia.edu/>

Libraries: Directions and Maps

<https://www.library.virginia.edu/map/>

Interlibrary Loan (article/publication request)

<https://www.library.virginia.edu/services/ils/ill/>

Library Purchase Request

<https://www.library.virginia.edu/services/purchase-requests/>

Library Workshops

<https://data.library.virginia.edu/training/>

PhD Plus (technical training workshop series)

<https://phdplus.virginia.edu/>

Remote Apps (cloud-based Windows machine)

https://virginia.service-now.com/its/?id=itsweb_kb_article&sys_id=f9dc08eddb1d1380f032f1f51d96192d

Research Computing (high-performance computational resources)

<https://www.rc.virginia.edu/>

Software Gateway (free software licenses)

https://virginia.service-now.com/its/?id=software_gateway