

How to add people to the UIPDA listserv as of July 2021:

- Listserv login: <https://list.uiowa.edu/scripts/wa.exe?INDEX>
 - If you do not have a listserv password, go to Register.
- Search for “grad-postdoc” as a unlisted listserv
 - You will be prompted to put in your Iowa email and HawkID password
- Click “Subscriber management” on the left side tool bar
- Follow the directions in the window to add subscribers
- Select for an email notification.
- Follow up with the welcome email below.

Can postdocs manually add themselves to the listserv? See <https://its.uiowa.edu/support/article/100774>.

Template letter for new postdocs that request listserv access:

“Welcome _____!

You should have received a notification that you have been added to the postdoc listserv. Unfortunately at this time new postdocs are mostly added manually. If you happen to know any other new postdocs at UI, please extend the invitation for them to email and get involved with UIPDA. We meet the first Tuesday of each month from 12-1 PM and will soon be adding back our social events so stay tuned for upcoming information. If you would like to get involved as a postdoc leader, we have several open leadership positions on committees (see <https://uipda.grad.uiowa.edu/about/officers>). We are currently taking nominations for our vote at our August meeting (8/3, 12-1 PM).

I would also encourage you to connect with UIPDA and the postdoc community on our social media. Follow us on our FB page (<https://www.facebook.com/UIPDA>) and private group (<https://www.facebook.com/groups/uipda>) and on Twitter @UIPostdoc (<https://twitter.com/UIPostdoc>). If you aren't a Twitter user, you can still skim our account for resources! Our FB group acts as a space for postdocs to ask questions and get feedback on university matters and life in the Iowa City area.

You can also take advantage of National Postdoc Association (NPA) Membership Benefits--UI is a sustaining member; all postdocs eligible for affiliate memberships (https://www.nationalpostdoc.org/page/affiliate_members) for free.

University of Iowa does not have an orientation for postdocs at this time. Check with department and/or college about getting settled. If you encounter any HR issues, you can reach out to both your department HR manager (available under Employee Self Service/HR Workflow) or our postdoc HR contact, Tanesha Herman at the Graduate College (our postdoc administrative home). More information about postdoc services and benefits can be found at <https://grad.uiowa.edu/postdoctoral-affairs> and our UIPDA website <https://uipda.grad.uiowa.edu/>. Postdoc volunteers are working on a welcome packet and welcome events for August so you may receive these materials in the next month. Please pay careful attention to benefits decisions that must be set in the first 60 days. Our status as both students and staff/faculty can make the university system tricky to navigate--if you hit a roadblock in accessing campus services, you can reach out to me directly or utilize our postdoc FB network. If I can't help you I will do my best to get you to the right resource! Looking forward to having you as part of the UI postdoc community.”