



Guidelines and Frequently Asked Questions for Postbaccalaureate Applicants

The Allen Institute's Postbaccalaureate (Postbac) Program is designed to provide mentorship and research experience for those who have completed an undergraduate degree and demonstrated a commitment to STEM, allowing them to pursue advanced STEM education or start a career in science or a related field.

Each postbac will own a project that seeks to address a specific research question or scientific problem, and they will be paired with a primary mentor who will assist the postbac in their career development and help bring them into the Allen Institute community. All postbac roles will start in June or July 2025 and are term-limited to one year, though some roles may have the option to extend to two years. Potential postbacs are not required to have prior research experience in order to apply.

Allen Institute will post 2025 Postbaccalaureate Research Assistant roles the week of December 16, 2024.

- The last day applications will be accepted is January 7, 2025
- Allen Institute offers a flexible start date between June and July 2025 to support recent graduates in preparing for their transitions. Applicants must start on a Monday
- The program will conclude at the end of May 2026. Some roles may have the option to extend to two (2) years
- Postbacs are expected to work 40 hours a week throughout the entire period

2025 postbac research areas include:

- Analyzing the spatial relationships of immune cells in secondary lymphoid tissues
- Creating data dictionaries for brain research and testing new approaches for data mapping
- Identifying cellular and molecular mechanisms governing the fate of tissue-residing T cells
- Engineering viral gene therapy tools to target genes implicated in movement disorders
- Adapting and developing an assay to detect and analyze rare B cells
- Identifying the hallmarks of neuron genesis in the adult human hippocampus
- Validating predictions of brain cell gene expression levels using spatial imaging data

Eligibility

- Completed a bachelor's degree (or will have completed by the start of the program) and does not have an advanced degree in the role's relevant STEM field
- Must be able to start between June and July 2025 and commit to the full program duration, ending May 29, 2026
- Must be eligible to work in the U.S. for the program duration
- Must be 18 years of age or older

Postbac Activities

In addition to working with scientists across the Institute, postbacs will have the opportunity to participate in fun activities and workshops, attend scientific lectures, and present their work at the end of the postbac program period.

Compensation

Postbacs will receive \$28.50 per hour (\$59,280 per year, assuming 40-hour work weeks), plus benefits.



Benefits

Postbacs will receive the same benefits as full Allen Institute employees. Highlights include:

- Employer-paid healthcare plan options
- Ample time-off, including paid winter break
- Fitness and wellness membership reimbursement
- Subsidized transportation/commute options
- Student loan support and learning and development resources

Housing and Travel

All postbacs are expected to work onsite at our Seattle, WA, location throughout the program. The Allen Institute offers housing and travel support for postbacs who need assistance with the cost of travel to Washington State.

For qualifying postbacs, we offer the following options:

- 1) Fully covered air travel to get to WA state

And one of the following:

- 2) A relocation stipend* to be used toward housing and travel costs
- OR-
- 2) Third party relocation support for travel to WA state and housing costs

**this may be subject to standard tax withholdings*

How to Apply

- Navigate to the Allen Institute Internships & Postbaccalaureate programs page and search for roles with 'Postbaccalaureate Research Assistant' included in the job title. If a role does not include 'Postbaccalaureate Research Assistant' in the job title, it is not part of this program
- Complete an application through the career portal
- The application will ask you to submit a resume and a 300-500 word personal statement addressing the following topics:
 - Why you are interested in working at Allen Institute
 - Why you are interested in the postbac program and how this opportunity will be meaningful to you and your career
 - Why you are interested in the specific project for which you are applying

NOTE: We recommend writing separate personal statements for each role/project for which you are applying
- The last day applications will be accepted is January 7, 2025



FAQ's

Can I apply to more than one postbac position?

Yes, you can apply to multiple postbac openings. You will need to complete a separate application for each position, and you should tailor your personal statements for each role/project.

Will I receive confirmation that my application was received?

Our application system (ClearCompany) will generate an automated response confirming receipt of your application. Check your spam or junk folders.

When will I be contacted for an interview?

The last day applications will be accepted is January 7, 2025. Should you be selected for next steps, you will be contacted by a recruiter or mentor in January or February. The estimated timeframe for the interview and selection process will be from the date you applied through March 31, 2025.

What is the interview process like?

You will be contacted by the primary mentor or a Talent Acquisition team member if you are selected to interview. You should expect to have phone or video interviews with the primary mentor and one or two other members of the hiring team.

Do you provide visa or immigration assistance?

At this time postbacs must hold valid authorization to work in the U.S. for the program duration. The Allen Institute will not provide visa sponsorship for this program.

I will graduate from my educational program in May/June of 2025. Can I still apply for a postbac position?

Yes, 2025 graduates will be considered. You must have completed your bachelor's degree by the time you would begin with the Allen Institute in June or July 2025.

I have a master's degree. Can I still apply?

This program is intended to target those for whom research experience will greatly benefit their STEM careers. If your master's degree is in a STEM field relevant to the work that the role will entail, you are still welcome to apply, but you might be better suited for one of our permanent roles.

When will I need to decide if I would like to extend to a second year?

Extension to a second year is not a guarantee for any role, and there are many factors that come into play when making an extension decision. We will be in discussion with our postbacs and mentors throughout the program to ensure that we are always informed about their goals and plans. For postbacs choosing to apply to graduate or medical school in their first year, we will wait until after admission decisions have been received before approving an extension. Postbacs will not be able to extend beyond two years but will be welcome to apply to any open Allen Institute positions once their program has finished.

Additional Inquiries

Due to the large number of applicants and inquiries, we will be unable to respond to individual inquiries about the status of your application. The Allen Institute main phone number will not be routed to the Talent Acquisition team. Should you be selected for an interview, a team member will reach out to you directly using the contact details you submit in your application.