

# Dual Career Program

## Our Mission:

- Support the University's on-going effort to build faculty capacity guided by commitments to excellence and diversity
- Serve as point of contact for academic units to help them recruit and retain excellent faculty by providing personal assistance with their partner's employment search
- Foster and cultivate relationships with area employers to create networking and employment opportunities
- Provide dual career partners with information about area resources to assist them with their transition to the local community

## Dual Career Program Overview:

The Dual Career Program provides job search assistance for partners of newly recruited tenure-system faculty and senior-level administrators. The Dual Career Liaison will provide employment information to program candidates so they are able to network, build relationships, and identify possible employment opportunities. The program also provides the following services:

- Resume review and critique
- Interviewing skills assessment
- Job search strategy

## Standard Process:

- Once Dual Career Liaison's assistance is requested, initial contact is made with the trailing partner in order to determine career goals, job search expectations, salary requirements, etc.
- Resume, CV, relevant cover letters and basic interviewing techniques are offered
- Community resources are presented to the candidate
- Dual Career Liaison makes campus and community contacts for the trailing partner and then informs him/her of opportunities; introductions and informational meetings are offered when available
- Once applications are submitted, Dual Career Liaison follows up with contacts and/or hiring managers
- Dual Career Liaison remains in communication with the trailing partner throughout the job search

## Contact Information:

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