

Dual Career Conference
June 19-20, 2007
Cornell University • Statler Hotel • Ithaca, New York 14850

Program Information Summary

Alfred University

Mary Kelly, Interim Director for Human Resources

University of Arkansas

Carol Jones, Employment Services Coordinator

Co-sponsored by the University of Arkansas and NOARK Human Resources Association, the Northwest Arkansas chapter of the Society of Human Resource Management the Dual Career Employment Network (DCEN) which is a free resource and referral service designed to be responsive to the employment needs of dual-career families relocating to Northwest Arkansas.

Partners of employees recently relocated or candidates being actively recruited by participating companies and organizations may access the services of the DCEN for up to one year.

Over 100 employers in Northwest Arkansas comprise the DCEN network. A company or organization that has at least one membership with the NOARK Human Resources Association is automatically included in the network.

University of California

Nancy Aebersold, Director

National and Northern California Higher Education Recruitment Consortium (HERC)

University of California at Santa Cruz

Cecilia De La Garza, Coordinator

Dual Career Services and Faculty Relocation Assistance

The eligible population for this program is full-time University appointees who are members of the Academic Senate or who hold equivalent academic titles, members of the Senior Management Group, and Acting Assistant Professors. Dual career services are offered to clients:

- During recruitment when (or if) the accompanying partner/spouse has career needs
- At the time a new appointment is made and the accompanying partner/spouse has career needs
- When retention is an issue, and the partner or spouse's career needs are a consideration. In such cases, an administrator may request the assistance of the Dual Career Service
- Under special circumstances and with the approval of an administrator

Program services are customized to best serve the career needs of each client. These services may include:

- Providing confidential career assessment and counseling
- Access to the Dual Career Service web site which offers links to employment opportunities and career search resources
- Giving information about employment opportunities at UC Santa Cruz and Bay Area educational institutions
- Arranging networking opportunities with Bay Area employers
- Forwarding resumes to potential employers
- Brokering creative strategies for developing employment solutions

University of California at Santa Cruz (continued)

University of Calgary

Valerie Wren, Senior Academic Recruitment Advisor

New and existing academic staff members holding “Limited Term”, “Contingent Term” or “Continuing” Board appointments are eligible for dual career services. There is no limitation in the time that services are available, it could be used for retention purposes as long as they continue to hold “Limited Term”, “Contingent Term”, or “Continuing” Board appointments.

Key components of the program include:

- Allows for employment offers to both members of a marriage or domestic partnership in which both have academic qualifications, but where no position (“Limited Term”, Contingent Term” or “Continuing”) has been advertised suitable for one of the spouses
- Make employment offers to the spouse of an existing academic staff member for the purposes of retention.
- In cases where time constraints or other circumstances do not permit the use of the extraordinary procedures for spousal hire, the secondary spouse may be offered a special “Limited Term” appointment. ,which is for a non-renewable one-year term, and the offer may be made without satisfying the normal advertising and selection requirements.
- The incumbent will go through a selection process as per procedures invoked by mutual agreement between the Deans of the Home and Destination Faculties.
- If the spouse of the primary spouse does not hold academic credentials, then the University recruitment office may offer its services to assist with finding a placement agency or through networking, a potential placement for employment in a non-academic unit or out side the University.

Columbia University

Carol Hoffman, Associate Provost and Director of Work-Life

Laila Maher, Director Metro New York and Southern Connecticut HERC

Cornell University

Betsy Hillman, Dual Career Consultant

Potential clients are eligible for services through the Cornell Dual Career Program if the spouse or partner either:

- holds a Cornell University tenured or tenure track position; or
- holds a Cornell University Band H or higher staff position with a term of at least 2 years; **AND**
- the spouse or partner has relocated to the Ithaca area within the past two years or is considering relocation.

Dual career clients seeking academic appointments at Cornell are referred to the vice provost for diversity and faculty development for further attention.

The Dual Career Program is also available to provide assistance in targeted recruitment efforts or retention issues in response to specific requests by a dean, vice president, or human resource director of the college/unit.

Although the Dual Career Program is not able to provide services to everyone, anyone interested in employment at Cornell University can contact the Recruitment and Employment Center to attend a General Employment information session and to learn more about opportunities at Cornell.

Some key components of the Cornell Dual Career Program:

- Extensive referrals for appropriate informational interviews and networking
- Request for waiver of external job posting at Cornell available for dual career clients
- Extensive job search, resume, cover letter and interview assistance;
- ID letter for Cornell jobs
- Referral to long-term temporary jobs at Cornell as a possible gateway to regular employment

Cornell University (continued)

University of Florida

Elnora Mitchell, Assistant Director
Faculty Development

The program offers services with the goal of making employment opportunities accessible to life partners of new UF tenured or tenure-accruing faculty members relocating to the Gainesville area or the partner of an existing employee whose desired retention as a tenured or tenure-accruing faculty member is in jeopardy.

The following services and resources are available:

- Job search assistance
- Networking with external employers in Gainesville and surrounding areas
- Information about job openings at UF
- Letters of support to potential employers
- Access to career consulting services available on campus (including assistance with resumes and interviewing)
- Relocation information and community services (realtors, schools, churches, day care, banks, etc.)

Harvard University

Elizabeth Ancarana, Assistant Dean for Faculty Development
Jackie Hogan, Director for the New England HERC

Indiana University at Bloomington

Bobbi Davila, Director
Dual Career Network

We offer up to two years of free job search assistance to spouses and partners of those moving to Bloomington to take Indiana University faculty or senior staff positions.

Services provided include:

- Provide information about Indiana University Human Resources employment opportunities.
- Identify employment opportunities in the Bloomington region business community and the greater Indianapolis area.
- Suggest contact information for city, county, and state governments.
- Describe agencies, non-profit organizations, and community service groups.

Indiana University Purdue – University of Indianapolis

Sarah Mutterko, Graduate Student

University of Iowa

Joan Murrin, Director
Heidi McLaughlin, Assistant Director
Dual Career Network

The spouse or partner of any new, permanent faculty or staff member is eligible for dual career services up to 12 months or until the client secures employment. (New is defined as having lived in the area less than two years.)

Key components of the program include:

- To serve as a strategic partner in recruiting and retaining University of Iowa faculty and staff by assisting the spouse/partner in locating and securing suitable employment.

University of Iowa (continued)

- Provide ongoing job search assistance and career coaching for up to 12 months, or until client secures employment. Services include resume/c.v. review, career coaching, taped mock interviews, assistance with cover letter writing, branding, compensation negotiation and interviewing strategies, as well as introduction to key community players and job leads both internal and external to the University of Iowa.
- Collaborate with the Office of Equal Opportunity and Diversity to enhance The University of Iowa's diversity initiatives.
- Provide "limited service" appointments to those, both internal and external to the University, who request program services but do not qualify. Serve as HR resource for furloughed University of Iowa employees. A limited service appointment involves a one-time meeting with a resume/c.v. review and at least five job leads or contacts.
- Teach career management classes, available to all University of Iowa employees, through central HR's Learning and Development unit, which include classes on resume writing, interviewing techniques, identifying transferable skills, career advancement and cover letter writing.
- Provide contract services to community employers, including Procter and Gamble, Grinnell College, and ACT. Provide full program services for up to one year for a set fee, which allows the Dual Career Network to accumulate external revenue.
- Collaborate with outside entities to increase community visibility. Actively participate in SHRM local chapter, Chambers of Commerce, Professional Women's Network and Professional and Technical Diversity Network. Belong to professional organizations to enhance knowledge. These organizations include Career Master's Institute, Association of Career Professionals, Professional Association of Resume Writers and Career Coaches, National Resume Writer's Association, and the Career Planning and Adult Development Network.

Iowa State University

Melanie Smith, Program Coordinator
Dual Career Program

Ithaca College

Kirra Elliott, Manager, Employment Services
Vicki Estabrook, Director for Employment and Employee Relations
Cindy Neal, Executive Assistant and Chief of Staff for the Provost/VPAA

University of Michigan

Catherine Shaw, Assistant Provost
Gilia Smith, PhD. Candidate

At the university of Michigan dual career services are provided to the spouse/partner of tenure and tenure track faculty for as long as is necessary.

Key components of the program include:

- 5 professional staff and one support staff member work in this area, 2 professional staff members are full-time, the rest are part –time in this area.
- The program is housed primarily in the Office of the Provost, with three colleges having staff in this area.
- Work is limited to dual career assistance, no assistance with other re-location issues.
- We are part of a consortium working on establishing a HERC in Michigan.

University of Minnesota

Mary Everley, Director

Relocation Assistance Program

Any new hires or candidates for the following employee classifications are eligible for dual career services: Faculty member, professional and administrative staff, civil service staff, and bargaining unit staff. Eligibility for services is not specified.

Program Services include:

- Spouse/partner employment assistance
- Tailored information packets
- Personalized service
- Assistance in recruitment for diversity

University of Nebraska at Kearney

Deb Huryta, Director

Dual Career Program

If you are the relocating partner of an employee at the University of Nebraska at Kearney and have lived in the Kearney area for less than two years, you are eligible to receive the services provided by the Dual Career Program.

The Dual Career Program offers a range of services which relocating partners may find useful in planning and executing their own job search. These services include:

- Up-to-date information about local businesses,
- Networking opportunities,
- Support during job search,
- Resume and cover letter review.

University of Nebraska at Lincoln
Julia McQuillan, Assistant Professor
Department of Sociology

University of Pennsylvania
Lubna Mian, Associate Director for Faculty Affairs

Princeton University
Gilda Paul, Director
New Jersey HERC

Queens University
Monica Stewart, Coordinator
Office of Vice-Principal (Academic)

The Faculty Recruitment and Support Office provides services to a spouse or partner re-locating to Kingston with a faculty member, archivist, librarian or academic administrator employed by Queen's, through the Spouse/Partner Employment Assistance Program.

Queens University (continued)

The program offers confidential, personalized assistance. We are available to talk with you before or after your move to Kingston to answer your questions and discuss:

- the local labour market
- where to look for opportunities in your profession
- relevant community networking events and connections
- issues relating to permission to work in Canada and foreign training

Rochester Institute of Technology

Renee Baker, Manager for Faculty Recruitment
Eulas Boyd, Assistant Provost for Diversity

University of Rochester

Carol Shuherk, Senior Associate Provost

Syracuse University

Camille Donabella, Director
Upstate New York HERC

SUNY Upstate Medical University

Paula Trief, Sr. Associate Dean for Faculty Affairs and Development

Texas A&M

Kama Willems, Recruiting Services Coordinator
Employee Services

Partners of faculty and professional staff are eligible for services to be used as both recruitment and a retention tool for new and old employees. Services are available on an as needed basis.

Some key components of the program include:

- Career counseling/assistance/contact for new area
- Application/resume/cover letter review and revisions
- Identified as dual career applicant in online system
- Dual Career Liaisons – University contacts that meet quarterly
- Community Business Partners – external contacts

University of Toronto
Beverly Kahn, Coordinator
Career Services

Partners and spouses of newly appointed tenure-stream faculty members, within one year of arrival are eligible for services for up to 12 months.

Key components of the program include:

- Orientation in the fall for all new registrants to the DC service.
 - Support group already established and open to all DC clients.
 - Individual counseling services offered on all aspects of the transition, including assessment for career change, emotional and social issues.
 - Individual and group services offered to provide support in the job search process including networking support, letters of support for internal applications, resume and cover letter critiques, and interview assistance.
 - Resource area available including internet access, print and online resources and computer skills upgrading courses.
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University of Victoria
Christine James, HR Advisor
Jan Nolan, Director for Faculty Renewal and Academic Leadership Initiatives

- Program applies to spouses/partners of regular faculty members. For academic partners of academics: 1) On behalf of the VP Academic Director, works with Deans and Chairs to facilitate various types of academic appointments for partners. 2) VP Academic Director contributes funds to facilitate partner appointments under certain circumstances.
- For partners of academics who are in other professions and areas of employment: 1) Assistance provided to non-academic partners through Human Resources and Career Services. 2) Funded by the VP Academic Director. 3) Assistance includes career counseling, interview and resume skills, familiarization with local employment market, and contacts and links with University Human Resources as appropriate.
- Spouses/partners of newly appointed regular faculty members (permanent) are eligible for services for generally one year after arrival, but exceptions can be made (retention issues, delayed job search).

University of Victoria (contined)

Virginia Tech

Beverlyn Samuels, Coordinator
Dual Career Assistance Program

Individuals are eligible for dual career services if they are spouse/partner of a faculty candidate or administrator who is being recruited to Virginia Tech, or a spouse/partner of a current faculty member who has been recently hired or is negotiating a retention package and the relocation has occurred within the last two years.

Services and resources include:

- Job search assistance for up to one year.
- Advice/critique or résumé, curriculum vitae, and cover letters.
- Assistance with interview preparation and readiness.
- Networking assistance, including names and contact information of area hiring officials.

Yale University

Caryl Mason, Associate Director
Staffing and Career Development
