

# Dual Career Program

**Recruiting first-rate faculty and staff is a top priority at Cornell. To assist top candidates who have a spouse or partner also seeking employment, Cornell offers the Dual Career Program within the Office of Human Resources. Although there is no guarantee of job placement, we will help facilitate your job search process through networking, informational interviewing and job referral both at Cornell and in the community. In addition, we will assist in obtaining non-employment related information to acquaint you with the area.**

## Who is eligible?

You are eligible for services through the Dual Career Program if your spouse or partner either holds or is being considered for:

- a Cornell University tenured or tenure track position; **or**
- a Cornell University Band H or higher non-academic position with a term of at least two years;

**and**

- your spouse or partner and you are considering relocating or have relocated to the Ithaca area and you are seeking employment in the Ithaca area for the first time. These services are typically activated within three years of moving to Ithaca.

## What services are provided?

- Job search assistance
- Dual Career identification for Cornell positions
- Support and advice on resumes, cover letters, and interviewing techniques, if you wish
- Information about job openings at Cornell
- Information about job openings with area employers
- Networking assistance
- Referral for informational interviewing both at Cornell and in the community
- Current information about the local hiring market

## Working with the Dual Career Program

We are pleased to assist you in your job search in the following ways:

- You can schedule a meeting with a Dual Career Program consultant. This will provide you the opportunity to discuss your employment interests and needs.
- We will appropriately refer the curricula vitae of clients interested in academic positions at Cornell for further attention.
- A Dual Career Program consultant is available to review your resume and job search documents, and provide suggestions to strengthen your materials.
- We will assist you with identifying appropriate employment opportunities both inside and outside Cornell. However, your efforts will be most successful when you regularly and actively pursue your own job search.

- If you would like to be identified as a dual career candidate when you apply for a Cornell University job, we can communicate with the hiring supervisors to inform them of your dual career status. In addition, we can identify you within the Cornell online jobs application system.

## Frequently Asked Questions

**Q:** *Am I guaranteed a job?*

**A:** There is no guarantee of placement. We will do everything possible to assist you in your job search, but can neither create jobs nor intervene in an employer's hiring process.

**Q:** *Will I be given preferential treatment for Cornell positions?*

**A:** Cornell University is committed to assisting dual career couples. The Dual Career Program consultant can contact a hiring supervisor to identify you as a dual career candidate for a Cornell position. For a list of open Cornell positions, please see [www.hr.cornell.edu/jobs](http://www.hr.cornell.edu/jobs).

**Q:** *Can you help me find employment outside Cornell University?*

**A:** We have a network of business contacts in the community. Through the program, you can obtain resource information about the local business community, job openings and introductions to contacts of interest for informational interviewing purposes.

**Q:** *Can your help me find an academic position at Cornell?*

**A:** Those interested in an academic position at Cornell can meet with a Dual Career Program consultant to clarify their employment goals and to obtain any other information of interest. The consultant will then forward a client's curriculum vitae for further attention.

**Q:** *How long will you assist me in my job search?*

**A:** Program services are provided until you secure your first regular, non-temporary, job in the Ithaca area as long as you remain actively engaged in the process.

**Q:** *Can you help me find a position at a nearby college or university?*

**A:** Cornell University initiated and is a lead member of the Upstate New York Higher Education Recruitment Consortium (UNY HERC). The UNY HERC website ([www.unyherc.org](http://www.unyherc.org)) can help you identify nearby colleges and universities and their available jobs. The site also provides other information of interest to families relocating to the area.

**For more Information, please contact:**

**Jane M. Miller**

Dual Career Consultant and Engagement Program Manager  
Talent Experience Team, Ithaca, NY  
Telephone: 607-255-5110 | Email: [jmm8@cornell.edu](mailto:jmm8@cornell.edu)

**Jackie Mouillesseaux**

Dual Career & Relocation Consultant  
Talent Experience Team, Ithaca, NY  
Telephone: 607-254-2319 | Email: [jm2775@cornell.edu](mailto:jm2775@cornell.edu)

