What Is the Dual Career Program?

Recruiting first-rate faculty and staff is a top priority at Cornell. With increasing frequency, top candidates have a spouse or partner who also may be seeking employment. To assist these highly qualified couples who face the dual career challenge, Cornell has established the Dual Career Program within the Recruitment and Employment Center, Division of Human Resources, to offer job search assistance, information, and support to a dual career spouse or partner.

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 within the past two years and you are seeking employment in the Ithaca area for the first time.
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 the Dual Career Program manager. 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.

• The Dual Career Program manager is available to review your résumé 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 informing 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: We at Cornell University are committed to assisting dual career couples. The Dual Career Program manager 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>.

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 you help me find an academic position at Cornell?
A: Those interested in an academic position at Cornell can meet with the Dual Career Program manager to clarify their employment goals and to obtain any other information of interest. The program manager will then forward client’s curriculum vitae for further attention.

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 web site <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.

Q: How long will you assist me in my job search?
A: Program services can continue either for up to one year or until you secure your first regular, non-temporary job, whichever comes first.

Q: Can you help me find a position at a nearby college or university?
A: Since I am new to Ithaca and have no networking connections, the program has been invaluable in helping me tap resources that I had no idea existed. Thank you for offering this assistance.” –Client Feedback

Q: Can you help me find a position at a nearby college or university?
A: The Dual Career Program has helped me greatly to understand the nuances of the Ithaca job market and has expanded my perspectives about the job search process.” –Client Feedback

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“Your extensive understanding of the Cornell community and Finger Lakes region has not only helped make the job hunt more manageable, but also given us a feeling of welcome to Ithaca. The information you have provided has been directing me to resources I could not have found so quickly on my own.” –Client Feedback