

## JOB SEARCH vs. JOB PLACEMENT

University faculty and staff who assist in dual career efforts do a great deal to help partners in their job search. But the university cannot and does not guarantee job placement. The success of any job search—and how long it takes—depends on many factors. These include the economy, timing, the “fit” between a partner’s credentials and job openings, and how flexible the partner is able and willing to be (e.g., with respect to salary level and requirements, and willingness to commute).

Career searches are most successful when the partner takes a great deal of initiative. Partners are urged to conduct an active job search, using the Dual Career Program as just one source of information. The partner will also benefit from seeing his or her first job in the area as a transitional career step.

## QUESTIONS?

Initially, prospective faculty and/or their partners should talk with the faculty and staff in the academic department or program to which the faculty member is being recruited. The department or program will then help partners connect with the appropriate dual career personnel.

*Confidential conversations between a potential partner and the Dual Career Coordinator are also available by calling the direct number.*



### Dual Career Services

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## A GUIDE FOR PROSPECTIVE OR CURRENT FACULTY & THEIR PARTNERS



UNIVERSITY OF MICHIGAN

## Ann Arbor



## DUAL CAREER SERVICES

*A Non-discriminatory, Affirmative Action Employer*

## INTRODUCTION

To maintain and strengthen its excellence, the University of Michigan must recruit and retain an outstanding faculty. Many faculty members who are being recruited by the University of Michigan—Ann Arbor have partners who are accomplished professionals in their own right. Therefore, the ability of a dual career partner to find a suitable career opportunity is often a key factor in the recruitment process and ultimately in the couple's decision. The Dual Career Program was created in response to this need.

At her or his initiative, the prospective faculty member should tell the chair of the search committee, the dean, or the department chair about any interest in the dual career program. Typically, the school, college or department then takes the lead in gathering initial information about the dual career partner.

## SERVICES AVAILABLE TO EVERYONE

The Office of the Provost maintains a dual career website:

[www.umich.edu/~provost/programs/dualcarinfor.html](http://www.umich.edu/~provost/programs/dualcarinfor.html)

Available to everyone both in and outside the university, this site provides easy access to information about employment opportunities and career resources at the University of Michigan (including how to search and apply for jobs), other area colleges and universities, resources, and information about Ann Arbor.

## SERVICES FOR PARTNERS OF TENURED & TENURE TRACK FACULTY

Due to limited resources and because the university recruits over 300 professors a year, other services are available only to the partners of tenure-track and tenured faculty members. Depending on the situation and the dual partner's interests, the partner will interact with one or more of the following people:

- ◆ In the department or program to which the faculty member is being recruited, typically with the department chair, program director, and/or a member of the support staff;
- ◆ At the school or college level, typically with a dual career specialist or other designated staff person, and/or an assistant or associate dean;
- ◆ In the Office of the Provost, with the dual career coordinator upon referral from the school or college.

Working with faculty and staff in the department or program and the school or college, the dual career coordinator for the provost's office helps partners to search for non-academic jobs. This group of partners includes people looking for staff or professional positions in such areas as education, private industry, administration, the non-profit arena and government.

The dual career coordinator can assist in the following ways:

- ◆ Arrange informational interviews
- ◆ Provide resume review and critique
- ◆ Provide networking support for the greater Ann Arbor region

- ◆ Provide resources for local and area job postings
- ◆ Assist with online networking resources (i.e., LinkedIn)
- ◆ Connect to resources to help with immigration/visa issues the partner may be experiencing



Southeast Michigan, well known as the headquarters of the automotive industry, has numerous high technology, consumer and financial services companies, as well as many institutions of higher education. Due to the area's diversified economy, businesses and organizations in a wide variety of fields can be found. Job availability, of course, varies by field and fluctuates with the economy. Partners willing to commute beyond Ann Arbor will find the widest range of opportunities.