



Eligibility for DCAP Services:

Although the Dual Career Assistance Program is not able to provide individualized services to everyone, those individuals who are interested in employment opportunities at the University of Georgia are encouraged to contact and review the Recruitment and Employment [website](#) to learn more about our exciting opportunities. For opportunities outside of the University, please click [here](#) for online resources for employment in the area and surrounding communities. We will provide ongoing support for the new hire through the first 12 months of the spouse or partners hire or when an offer of employment is extended within that time period. The University of Georgia does not guarantee employment or endorse hiring practices of referred agencies.

Tier 1 Client Qualifications: Spouses/partners of a newly hired permanent faculty or staff member that has lived in the area less than 12 months.

Tier 2 Client Qualifications: Spouses/partners of a UGA tenure or tenure track position and your spouse or partner are considering relocating or have relocated to the Athens area less than 12 months

Tier 3 Client Qualifications: The Dual Career Assistance Program is also available to provide assistance in targeted academic recruitment efforts or retention issues in response to a specific request by a provost, vice provost or dean, or, in the case of a nonacademic recruitment effort, a vice president, or chief human resource officer of the university or in situations that exceed the 12 month guidelines.

Tier 1 and Tier 2 client services: Spouses/Partners who have basic employment needs

- Resume/CV review
- Cover letter review
- Interviewing techniques, mock interview coaching
- Advice on negotiating salary and benefits
- Access to job openings at the UGA and at companies within the surrounding areas
- Information about local companies, including websites and other resources
- Information regarding relocation, schools, real estate, cost of living information, helping/selling current home
- Access to Career Services/Education Information
- Access to Work Life Balance Coordinator and services
- In some cases, career coaching by experienced career consultants, providing a listing of major employers in field of interest
- Networking on your behalf with our employment partners

Tier 3 client services: Spouses/Partners that are experienced professionals with advanced career status

In addition to the Tier 1 and Tier 2 services listed above, the client services include:

- Additional consultation with the Senior Director HR Strategic Management for review and suggestions for further assistance
- For those seeking an academic position, whether at University of Georgia or area institution, we will attempt to network the credentials (resume/vitae) of such partners to appropriate resource persons within the University (i.e., Provost and Executive Vice President, Dean, Department Head, etc.) or to neighboring institutions.
- Referral for possible introductions/informational interviews both at UGA and in the community (upon request)
- May qualify for bridge funding