

Job Search

The Dual Career Assistance Program (DCAP) office provides dedicated assistance for spouses and partners of recently hired University of Georgia faculty and staff.

Types of assistance may include helping you to prepare for your job search, developing networks, and identifying important resources in the Athens and surrounding areas.

DCAP services are most successful when the participants take a strong initiative. The DCAP office is here to provide you one source of support in your job search.

It's more than our mission.
More than our passion.
It's our commitment.

Eligibility

We are pleased to offer the Dual Career Assistance Program services to those spouses and partners of newly hired faculty or staff within the first 12 months of employment.

In cases outside those guidelines, eligibility is determined by written request by college dean or chair.

Request for services require approval signatures from the primary hire's department on the Dual Career Assistance Program Referral Form (see website for details)

Customized services range for those seeking basic employment services to advanced professionals.

Refer to eligibility information on website for additional details regarding eligibility and services.

Dual Career Assistance Program (DCAP)
The University of Georgia
215 South Jackson Street
Athens, GA 30602
Phone: 706-542-2222
Email: dcap@uga.edu

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**UNIVERSITY OF
GEORGIA**

Dual Career Assistance Program (DCAP)

DCAP Services

- Job search assistance
- Resume/CV review
- Cover Letter review
- Interviewing techniques, interview coaching
- Information regarding opportunities at The University of Georgia
- Information regarding job opportunities with area employers
- Information regarding relocation, schools, real estate, and cost of living calculators
- Networking assistance in the community
- Referral for informational interviews at both the University and in the community
- Ongoing consultative services to discuss employment strategies

Frequently Asked Questions

Q: What is the best way to start working with the DCAP office?

A: The first step is to complete the DCAP Referral Form (website) and obtain your spouse/partner's department approvals

Q: Does working with the DCAP office mean that I am guaranteed employment?

A: The DCAP office cannot guarantee you employment because the DCAP office does not create job openings. The DCAP service is one resource you may use in your job search. We have seen the highest successes in those individuals who devote the time, effort, and communication in their job search.

Q: Will I be given preferential treatment for UGA positions?

A: The University of Georgia is committed to assisting dual career couples as evidenced by the program. However, the fact that you are a spouse or partner of a university employee does not guarantee you a position at the University. Departments across campus seek to hire the most qualified candidate for their open position.

Q: Can you help me find employment outside of the University of Georgia?

A: The DCAP office maintains an extensive network of business contacts in the area. You will be strongly encouraged to explore employment opportunities throughout the community. If you are not willing to commute, your options may be limited.

Q: In the future, may I use the DCAP services again?

A: The DCAP office will not be able to assist you more than once. Once employed, you will gain the valuable networking contacts in your area that can assist you in future job opportunities.

Q: Can you help me if I only want part-time employment?

A: Yes, we are able to connect with resources for part time positions or volunteer opportunities.

How to Apply

- Visit: <https://hr.uga.edu/supervisors/dual-career-assistance-program/>
- Select "Dual Career Assistance Program (DCAP) Referral Form"
- Fill out your personal information
- Obtain appropriate referral approval signatures
- You may scan and return your form to dcap@uga.edu *or* mail to:

Office of Human Resources
Attn: DCAP
215 South Jackson Street
Athens, GA 30602

Please allow 5-7 days for processing. A DCAP member will be in contact with you regarding next steps.

For more information, please contact:
Traci Strickland
DCAP Coordinator
Phone: 706-542-7359
Email: tstr2@uga.edu

The University of Georgia is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.