University of Notre Dame
Dual Career Assistance Program

Responding To The Needs of Dual Career Couples

The University of Notre Dame is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, sex, age, national or ethnic origin, disability or veteran status.
How Does This Program Work?

• The Office of the Provost, Deans, Department Chairs, Vice Presidents or department heads contact the Dual Career Assistance Program Manager to make a referral and provide basic information about the status of a University candidate search and/or an offer of employment. Basic information is given about the candidate’s spouse or partner.

• An initial consultation is conducted with the spouse or partner to discuss his or her employment interests, skills and needs. Face to face meetings are encouraged. If not practical, initial consultations by phone or email are also available.

• The services offered through the Dual Career Assistance Program will be customized to fit individual needs.

• Assistance will be given in identifying appropriate employment opportunities and networking contacts. An individual’s own job search efforts and follow up are crucial to the success of this program.

Who Is Eligible?

• A spouse or partner of a new permanent full-time faculty or staff member who is being employed by the University through a regional or national recruitment effort, who is or will become unemployed due to relocation, or a spouse or partner of a continuing faculty member who is seeking job search assistance due to becoming unemployed.

• In the case of a new permanent full-time faculty or staff member or continuing faculty, a referral for services must be made by the Office of the Provost, a Dean, Department Chair, Vice President or department head.

• Priority is given to the spouse or partner of a faculty or staff member who has been employed at the University less than one year.

• The Dual Career Assistance Program does not create an entitlement to employment nor does it guarantee a position. Assistance will be extremely hampered if a client does not have authorization to work in the United States.

• Those not eligible for all services may still be able to secure information about local employers and community network partners. Please contact: askHR Customer Service Center at (574) 631-5900.

** Assistance dependent on current bandwidth

Additional Resources To Assist Families In Transition

The University continues to implement initiatives for all staff and faculty by encouraging healthy lifestyles, supporting a positive work environment, providing resources for assistance and promoting balance between home and work. Programs include:

• LifeWorks—a comprehensive program offering many resources to help face life’s everyday challenges. For more information, access online at: www.lifeworks.com (User ID: notredame Password: gond).

• Convenient access to exercise facilities on campus to assist with physical and emotional well-being.

• Access to an on-campus licensed childcare center which provides a nurturing environment for young children to grow and develop. For more information, please visit www.nd.edu/~ecdcnd.

• Access to an online childcare “locator” at www.lifeworks.com.

• Assistance in identifying appropriate resources to help in the “Caring for Older Adults,” “Caring for Children” and the availability of various support networks including a breastfeeding support group and support resources for caregivers.

To find out more about the Work Life initiatives and services that are sponsored by the University and available to employees and their families, please visit www.hr.nd.edu/worklife.