

# Dual Career Assistance

## ***What is “Dual Career Assistance?”***

The *Dual Career Assistance* is placement support for partners of candidates that have accepted an offer of employment at Mississippi State University. The *Dual Career Assistance* **is not a placement or an employment agency and cannot guarantee employment.** *Dual Career Assistance* is designed to provide partners with the tools and information resources needed to support their search for suitable employment. Regardless of your partner’s career stage or whether he/she is seeking academic or non-academic employment, *Dual Career Assistance* can be an important benefit to both of you making the transition to the MSU family!

## **Level I Employment Assistance**

If your partner is seeking basic entry employment assistance, a [Senior HRM Generalist](#) will familiarize your partner with the free Jobs Strategy workshops offered through the University’s [Career Center](#) located on campus.

## **Level II Employment Assistance**

For those partners seeking general, non-academic employment, a [Senior HRM Generalist](#) will provide information on [employment opportunities at Mississippi State University](#) and other area employers, a listing of major area employees who hire in your partner’s field, a personalized list of contacts generated through a variety of resources and information on the free Jobs Strategy workshops offered through the University’s [Career Center](#) located on campus.

## **Level III Employment Assistance**

For partners who are “seasoned professionals with advanced career status,” a [Senior HRM Generalist](#) will send a list of contacts generated through a variety of resources, a list of career-related professional associations, a list of the major area employers in the dual career partner’s field, information on the free Jobs Strategy workshops offered through the University’s [Career Center](#) located on campus, and other pertinent information. In addition, the Senior HRM Generalist will consult with the University’s Director of Human Resources Management for review and suggestions for further assistance.

## **Academic Employment Assistance**

Partners seeking an academic position, whether at Mississippi State University or another area institution, will be assisted by the Director, Human Resources Management who 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.

## **How Can You Learn More About *Dual Career Assistance***

To learn more about *Dual Career Assistance*, please contact the responsible Senior HRM Generalist in the Department of Human Resources Management by phone (662-325-2228), or via email at [lc Corey@hrm.msstate.edu](mailto:lc Corey@hrm.msstate.edu), or fax (662-325-8395).