Dual Career Assistance Program Frequently Asked Questions

Who is eligible for assistance?
We are available to help partners of newly hired or prospective regular rank faculty members as well as the partners of current regular rank faculty members who are at a career transition. This program is not designed to support the partners of current faculty who are simply looking to change jobs in the area.

What does the program offer?
We are available to consult with you about the local job market and to help you connect with potential opportunities through networking assistance, referrals, and outreach. We do not offer résumé and cover letter preparation or interview coaching.

What is the process? How does this work?
We will conduct an initial consultation with you to discuss your background, career interests, and goals. We will often suggest potential employers in the area and ask you to do some due diligence to identify the opportunities that are of most interest to you. From there, we will assist you in connecting to local contacts and possibly open positions. This process can take time depending on your goals, background, and available openings. We will continue working with you and communicate with you throughout this process.

What is my role in the process?
It’s important that you have an updated and professional resume/curriculum vitae (CV) that we can share with potential contacts and that you have spent some time considering and exploring what jobs are of interest to you and what you would, and would not, be willing to explore. It is important to know your limitations and to communicate those with us so that we don’t waste anyone’s time. It’s also equally important for you to consider how willing you are to expand beyond your current goals if the ideal position doesn’t exist.

We can’t be an expert in all career fields so we will also ask you to help us better understand your background and to help us explain and translate that background.

Most importantly, this program is a resource provided to you and is not intended to take the place of your own job search efforts. You should continue to pursue your own search and communicate with us throughout the process.
Can you guarantee job placement?
There is no guarantee of placement. We will do everything possible to assist you in your job search but we can neither create jobs nor intervene in an employer’s hiring process.

Can you help me get an academic appointment?
We will forward your CV to the appropriate deans and departmental chairs, however, our ability to place you will depend on the availability of an open position, departmental priorities in terms of research specialties, and the competitiveness of your application against the overall applicant pool. Ultimately, departments across campus seek to hire the best, most qualified candidate for their open positions.

Can you help me find a position at a nearby college or university?
With nine colleges and universities in the Triangle, there are opportunities for academic appointments outside of Duke. If you are willing to drive a bit further, you may find even more doors open for you. We work collaboratively with local colleges and universities to identify opportunities that may fit your background. After discussing universities that may be of interest to you, we will reach out share your CV. As with positions at Duke, ultimately our ability to find you a position will depend on openings, disciplinary fit, and the competitiveness of your application.

Can you help me get a staff position at Duke?
We encourage you to look for available openings on Duke’s jobs site. You should apply for any jobs of interest and let us know which positions you have applied for. We will alert the hiring manager to your application. However, your application will be considered in the context of the general applicant pool and ultimately the hiring department will select the most qualified applicant for the job.

Can you help me find a job in the private or public sector?
Through our faculty, alumni, and career services networks, we can help you identify opportunities in the private or public sector and can arrange for networking conversations. We can also forward your resume to the attention of organizations that are hiring. However, we cannot guarantee placement or influence the hiring decisions of these organizations.

What types of jobs exist in the Triangle (Raleigh-Durham-Chapel Hill)?
The Triangle is home to a diverse economy with industries including government, education, healthcare, information technology, and biotechnology. CareerBuilder ranks the area as the #3 “Top Labor Market”. The following resources provide more information about the local economy and employers in the Triangle:

Work in the Triangle
Major Employers in Wake County, NC
Greater Durham Chamber of Commerce Economic Profile

The following resources may be helpful for identifying job openings in the area:

**General Job Sites:**
Indeed.com
Triangle Jobs.com
Triangle Business Journal Jobs
Work in the Triangle Jobs

**University Job Sites:**
Duke University Jobs
North Carolina State University Jobs
University of North Carolina at Chapel Hill Jobs
The University of North Carolina System Jobs