FINDING CAREER SUCCESS IN YOUR NEW COMMUNITY

It can be both exciting and challenging when your spouse has accepted a job in a new city, especially if it means leaving your own position and finding a job in your new community. Sometimes the biggest challenge is simply knowing where to begin.

Baylor’s Dual Career Assistance Program was created for people just like you. We want your spouse to have a successful career here at Baylor and we want to help set you up for success in your own job search.

This program offers the spouse of a newly-hired full-time faculty or staff member personalized job search assistance. While we cannot guarantee a job, we can provide you tools and resources as you conduct your job search, both at Baylor and in the surrounding Waco community.

DUAL CAREER ASSISTANCE PROGRAM

To find or apply to current Baylor openings, please visit: jobs.baylor.edu

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Baylor is an Affirmative Action/Equal Opportunity employer and complies with Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant’s religion as a selection criterion. Baylor encourages women, minorities, veterans, and individuals with disabilities to apply.
WHAT SERVICES ARE AVAILABLE?

- Consultations with candidate’s spouse during the final interviewing stage (pre-offer)
- Consultation about current job openings at the University
- Networking with area employers
- Résumé and cover letter critique
- Assistance with interviewing techniques
- Information about local employment demographics
- Other information that may be helpful in a job search

HOW DOES THE PROGRAM WORK?

- The spouse of a new, permanent full-time faculty or staff member who is or will become unemployed due to relocation to Waco is eligible for this program. The participating spouse must be eligible to work in the United States.
- The hiring manager, department head, Vice President, Department Chair, Dean, or Provost Office contacts the Dual Career Assistance program manager to make a referral.
- An initial consultation is conducted with the candidate or new hire’s spouse to discuss his or her employment interests, skills, and needs. This meeting is typically held in person but can also be done over the phone.
- The services offered will be tailored to fit individual needs.
- Assistance is provided to support the individual’s own job search efforts at Baylor and in the community. There is no guarantee of employment.

ADDITIONAL RESOURCES TO ASSIST FAMILIES IN TRANSITION

Baylor continues to implement initiatives for all faculty and staff encouraging physical, financial, spiritual, emotional and social and professional wellbeing. Find out more at: baylor.edu/hr/wellbeing/

Additionally, Baylor offers an Employee Assistance Program (EAP), available to all full-time faculty and staff and their household family members. The EAP provides many helpful services, including:

- **FamilySource®**: Unlimited referral and resources for child care, elder care, education, relocation, daily living issues, etc.
- **LegalConnect®**: Free 30-minute consultation with a lawyer in your community, percentage discount off lawyer services and coverage for parental rights, civil/criminal issues, divorce, etc.
- **FinancialConnect®**: Referral to financial planner, coverage for debt, credit card issues, tax issues, etc.

Find out more and start using these services at: baylor.edu/hr/eap

OTHER EMPLOYMENT RESOURCES

Depending on schedules and employment needs, opportunities for employment with contracted organizations on the Baylor campus:

- **Temporary Employment at Baylor**: Please contact Adecco Staffing at 254-666-0002
- **Athletic Events**: Employment for athletic events at McLane Stadium is handled by SMG. Please email: jobs@mclanestadium.com
- **Facilities and Food Services**: Please contact Sarah Elliott, HR Manager for ARAMARK at 254-710-1415
- **Baylor Bookstore**: Operated by Follett Higher Education Group. Please contact Allen Pine, Assistant Manager at: Allen_Pine@Baylor.edu