

Mission statement: RIT's goal is to attract and retain the highest quality candidates for faculty positions within the university. The Dual Career Program supports this goal by providing services to eligible spouses/partners of newly hired, full-time tenure track faculty who are relocating to the Rochester area.

HR Recruitment will create a separate portal on the career zone landing page called "Dual Career" to house the brochure/application and other RIT/Rochester related resources.

PROCESS:

Colleges are provided Dual Career brochure for packets for onsite interviews for full time tenure track faculty.

- Trailing spouse/partner's application is received in careers@rit.edu email
- Student will:
 - Send confirmation email to applicant upon receipt of application
 - File application in PENDING HIRE filed in HR Recruitment
 - Pull trailing spouse/partner application when notified offer letter has been sent to TT faculty hire
 - Send second email to applicant, including request for available times to schedule exploratory phone interview
 - Schedules exploratory phone interview with applicant and recruiter calendar and provides applicant's resume/CV to recruiter for the interview
- College Liaison will notify HR Recruitment when the dean's office has sent the offer letter to TT faculty hire (email to careers@rit.edu)
- Recruiter
 - Conducts exploratory phone interview to determine field(s) of interest
 - Forwards resume/CV to applicable RIT college/division based on applicant's background, experience and interests
 - Forwards notes and resume/CV to student to file in HR recruitment Dual Career file

If the applicant contacts the recruiter and he/she has applied to an RIT position, recruiter will outreach to respective college(s)/division(s) to make them aware of dual career applicant.

Part Time Student Employee:

Reports to: Manager of Staff Recruitment

Brief summary:

- To assist applicants and HR Recruitment in the Dual Career Program
- Hours per week: TBD
- Start date: TBD
- **Needs:** Computer, desk, **phone**

Job Duties:

- Research external sources/contacts (academic and corporate) to build relationship for applicants to outreach to
- Build database of external sources to provide to applicant
- Become familiar with career zone application process

- Provide Career Zone assistance to trailing spouse/partner as needed (either via email or via phone)
- Respond to career zone questions regarding dual career program
- Establish bank of standard responses for applicant
- Print Dual Career Application from careers email account, then pull resume/CV and cover letter from career zone and give to respective recruiter.
- Create database to track applications received; action taken; results (if any)
- Create file in HR Recruitment office to store hard copy applications/resumes alphabetically
- Provide external resource information/leads to applicant
- Track faculty retention: follow up with college liaisons via email to determine if hire has been retained for another semester for reporting. (Note-if not retained, college liaison will provide reason why)

Requirements:

- MS Office, with Intermediate Excel
- Strong verbal and written communication skills and ability to collaborate cross functionally at all levels
- Ability to clearly interpret data and present results
- Strong organizational/time management skills
- Able to work independently; takes initiative.

HR Recruiter Role

Exploratory phone interview with HR will include:

- Review resume/CV
- Confirm areas of interest
- Post interview-gives resume to student to follow up with applicant and provide external sources for outreach
- Shepherd applicant information internally to college/department when notified that dual career applicant has applied to an RIT position.

HR Recruitment Assistant Role:

- Create Dual Career portal on career zone landing page
- Work with HRIS team to add source code for both faculty and staff portals to identify as “dual career” applicant for reporting purposes
- Partner with stakeholders for RIT managers communication of roll out of program
- Create internal communication for HR department
- Create communication templates for applicant responses
- Create language to add to faculty postings for next recruitment season with link to Dual Career portal
- Create tracking metrics for reporting purposes
- Hire, train student and supervise student employee on career zone/HR processes
- Create and maintain dual career process documentation as the program grows