

# Dual Career Services

Welcome to Southeast Missouri State University!

Human Resources provides assistance for partners and spouses of recently hired Southeast Missouri State University faculty and staff in their job search needs.

## Who qualifies for these services:

- Partner or spouse of a newly hired permanent faculty or staff employee.
- Having lived in the local area for less than two years.

## Services provided:

- An HR Specialist will be available to consult with you to determine your specific employment needs.
- Career coaching is available through the University's Career Services office.
- Human Resources will provide job application development assistance during an initial consultation, including:
  - Vitae/resume writing
  - Cover letter writing
  - Determining appropriate job references based on position
- The HR Specialist will assist you in researching University open positions and connecting with various local contacts and their open positions within the surrounding area that may be of interest.
- Human Resources will work with you until you are employed or for up to one year.

*Disclaimer: These services are a resource provided to you and not intended to replace your own job search efforts.*

## **To get started, please schedule an appointment:**

**Human Resources**  
**Academic Hall 012**  
**(573) 651-2206**  
[humanresources@semo.edu](mailto:humanresources@semo.edu)

## Other Resources:

Southeast Missouri State University Employment Opportunities: <https://semo.edu/hr/>.

Cape Girardeau Chamber of Commerce – Area Employment Opportunities:  
<https://www.capechamber.com/cape-area-employment-opportunities/>.

Cape Girardeau Chamber of Commerce – Relocation Information:  
<https://www.capechamber.com/relocation-information/>.

Missouri Higher Education Recruitment Consortium:  
<https://www.hercjobs.org/regions/higher-ed-careers-missouri/>.