

Transition Concierge Services

Resource guide



Penn Medicine



FALL 2019

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WELCOME TO PENN MEDICINE



Welcome to your new role in Penn Medicine. The Perelman School of Medicine is recognized worldwide for its superior education and training of the next generation of physician-scientists and future leaders of academic medicine. With a top five ranking from US News and World Report, the nation's oldest medical school is indeed one of its best.

Penn Medicine emphasizes intellectual achievement and compassion in our three missions of patient care, education, and research. Our students are among the finest in the nation. They are matched in quality by the high level of instruction and research that we offer. Penn ranks second in the country in research and training grants awarded to medical schools by the National Institutes of Health. Our research strengths encompass all basic science and clinical disciplines and contribute to a rich and vibrant intellectual environment that generates wide-ranging innovation and advancement in medical care.

In addition to our renowned medical school, Penn has a number of outstanding PhD, masters, and combined degree programs. The University of Pennsylvania Health System, which includes our nationally acclaimed hospitals, provides a superb forum for training and learning. Penn is proud to be located in the exciting and cosmopolitan city of Philadelphia, which features the third-largest downtown in America and an enormous array of cultural, historical, and social attractions.

I urge you to browse the transition and integration materials in this package and encourage you to learn more about the many wonderful programs that are available to foster your success at Penn Medicine.

A handwritten signature in dark ink, reading "Larry".

J. Larry Jameson, MD, PhD
Executive Vice President, University of Pennsylvania for the Health System
Dean, Penn's Perelman School of Medicine

NEIGHBORHOODS

The University of Pennsylvania's 299-acre urban campus is located in the West Philadelphia neighborhood known as University City, just across the Schuylkill River from Center City Philadelphia. There are welcoming and diverse neighborhoods in Philadelphia, from the suburbs to Center City.

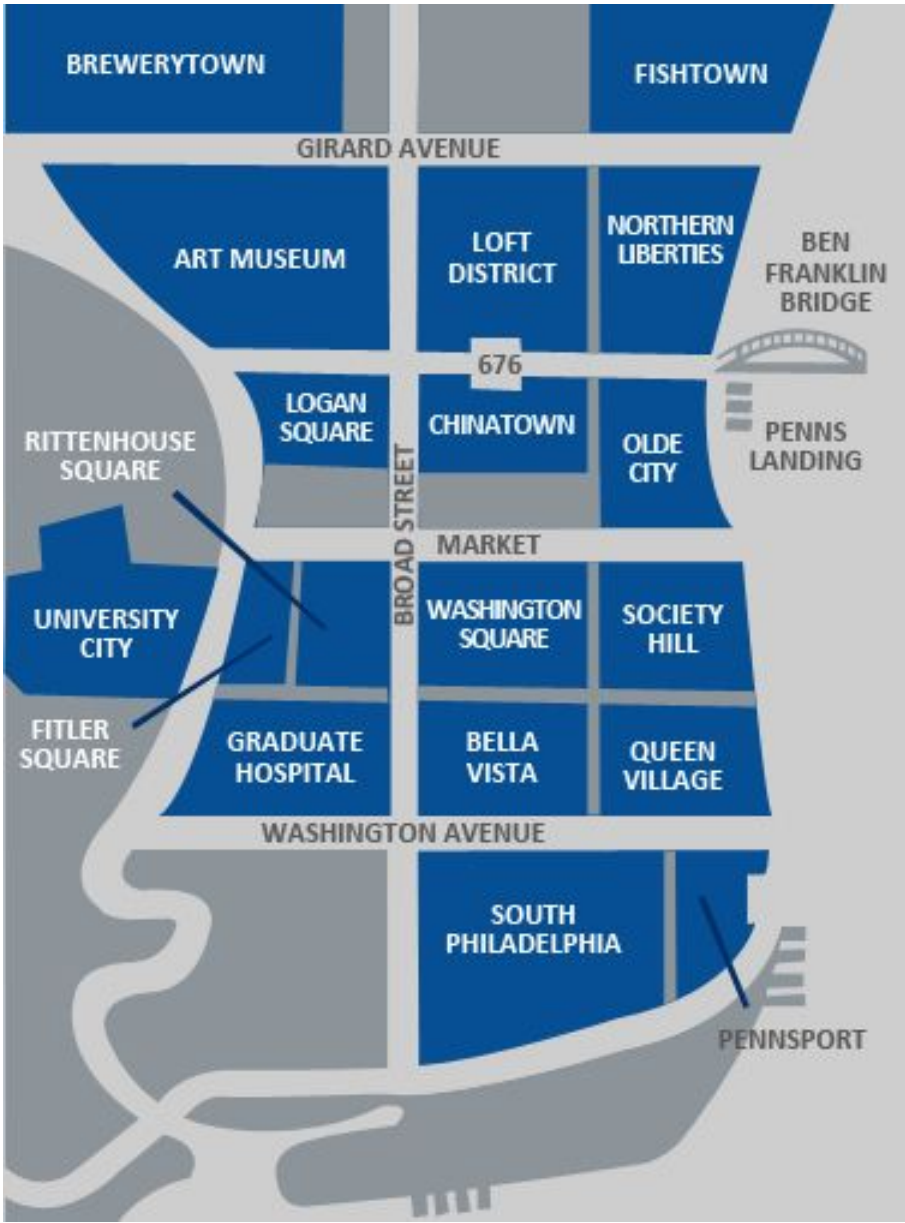
CENTER CITY

Center City is the downtown area that runs roughly from Front (1st Street) bordering the Delaware River to 30th Street (Schuylkill River) – running east to west – and from about South Street to Vine Street running south to north. The city is on a grid-system, where the east-west streets are numbered from Front (1st) to 69th. Penn is at 34th as a frame of reference. Anything west of Penn is known as West Philadelphia. City Hall stands in the center of the city, with four major squares at the corners (Franklin, Washington, Rittenhouse and Logan).



NEIGHBORHOODS (continued)

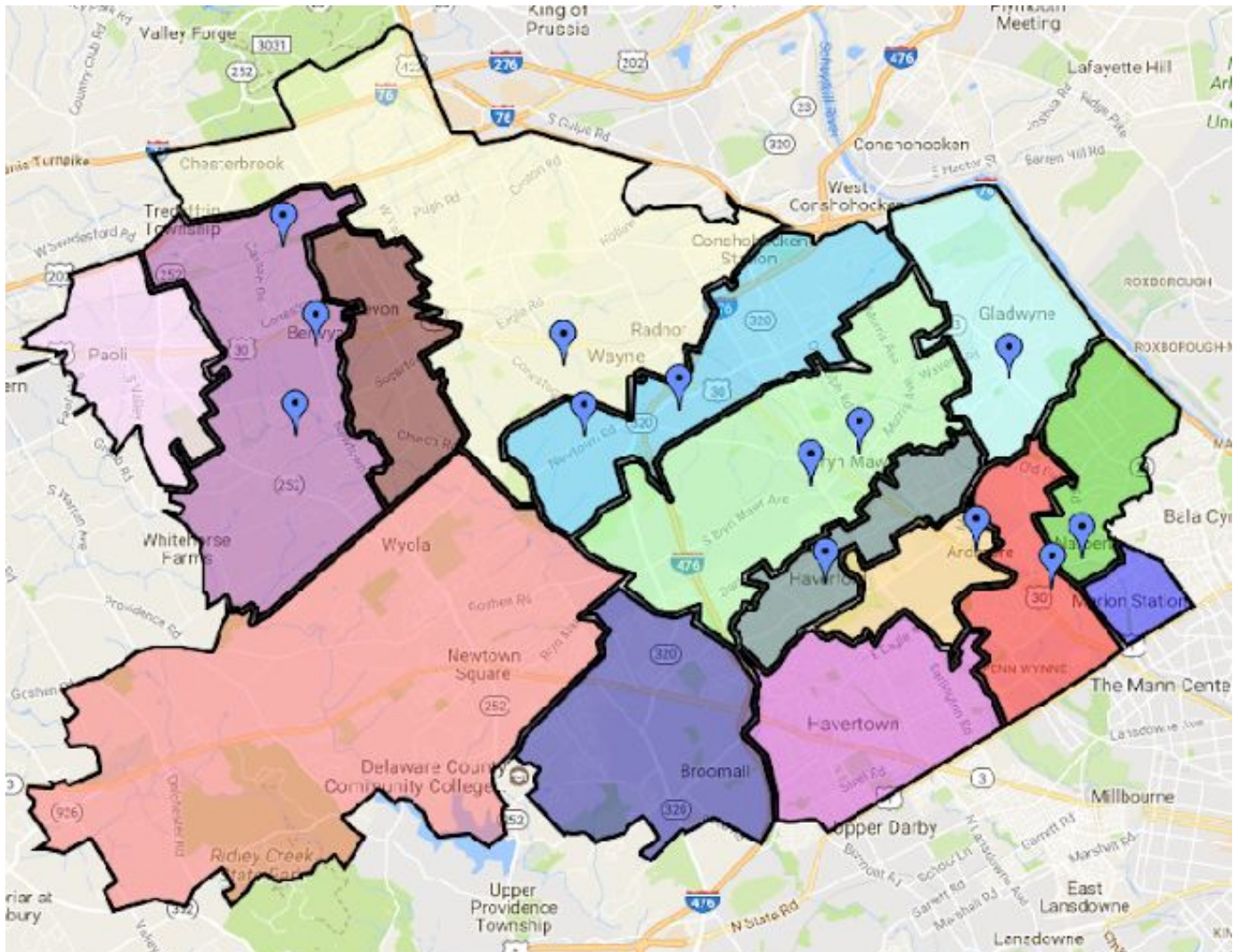
CENTER CITY (continued)



NEIGHBORHOODS (continued)

SUBURBS (along the MAIN LINE)

“Main Line” describes the western suburbs of Philadelphia, and it derives its name from the fact that towns were built along the “Main Line” of the Pennsylvania Railroad, which ran northwest from downtown Philadelphia, running parallel to Lancaster Avenue (now U.S. Route 30) and the former Pennsylvania Railroad Main Line, which extended from the Philadelphia city limits to traditionally Bryn Mawr and ultimately to Paoli, PA.



Merion Station - Zip Code 19065

Wynnewood 19096

Havertown - Zip Code 19083

Ardmore - 19003

Narberth - 19072

Gladwyne - 19035

Haverford - 19041

Bryn Mawr 19010

Radnor - 19085

Wayne - 19087

Devon-Berwyn - Zip Code 19333

Berwyn - 19312

Newton Square Zip Code 19073

Paoli - Zip Code 19301

Broomall - Zip Code 19008

NEIGHBORHOODS (continued)

INFORMATION ON CITIES

<https://www.visitphilly.com/areas/philadelphia-neighborhoods/>



NEIGHBORHOODS (continued)

INFORMATION ON CITIES

<https://www.visitphilly.com/areas/philadelphia-neighborhoods/>



NEIGHBORHOODS (continued)

INFORMATION ON CITIES

<https://www.visitphilly.com/areas/philadelphia-neighborhoods/>



NEIGHBORHOODS (continued)

INFORMATION ON CITIES

The links below will connect you with many neighborhoods and townships throughout the greater Philadelphia region, as well as cities in New Jersey that are a short distance to Penn Medicine. The web sites provide valuable information on services regarding the townships and information on schools, places of worship, etc.

Abington – <http://www.abington.org/>

Ardmore – <http://www.downtownardmorepa.com/>

Berwyn/Devon – <http://www.tredyffrin.org/>

Broomall – <http://www.marpletpa.com/>

Bryn Mawr – <http://brynmawrpa.org/>

Center City – <https://www.centercityphila.org/>

Cherry Hill – <http://www.cherryhill-nj.com/>

Delaware County – <http://www.delawarecountypa.com/>

Deptford Township – www.deptford-nj.org/

Gladwyne – https://en.wikipedia.org/wiki/Gladwyne,_Pennsylvania

Haverford/Havertown – <http://www.haverfordtownship.org/>

Lower Merion Township – <http://www.lowermerion.org/>

Media – visitmediapa.com/

Montgomery County – <http://www.montcopa.org/>

Narberth – <https://www.narberthpa.gov/>

Newtown Square – www.newtowntownship.org/

Paoli – https://en.wikipedia.org/wiki/Paoli,_Pennsylvania

Radnor – www.radnor.com

Voorhees – <https://voorheesnj.com/>

NEIGHBORHOODS (continued)

WHERE PEOPLE* LIVE BY NEIGHBORHOOD || SUMMER 2017

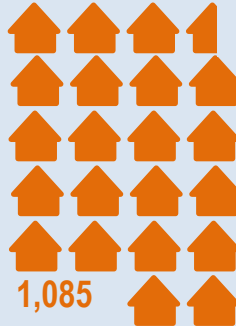
WEST & SOUTHWEST PHILADELPHIA



CENTRAL & SOUTH PHILADELPHIA [center city]



PHILADELPHIA REGION



OTHER PHILADELPHIA**



OTHER [Other Pennsylvania, New Jersey, Delaware]



= 50
FACULTY
MEMBERS

* Credentialed physicians at Penn Medicine

** North Philadelphia, Northeast Philadelphia, and other pockets

Interested in any of these areas?

Please contact evdcso@penndmedicine.upenn.edu for a list of faculty and staff who have offered to speak with you regarding living in their respective neighborhoods.

In addition, familiarization tours can be arranged under our relocation partnership with SIRVA Relocation. To arrange an area tour for a prospective faculty or staff member, contact Tara Tesmer at SIRVA Relocation, 630-570-3866 or tara.tesmer@SIRVA.com.

REAL ESTATE & RELOCATION SUPPORT

EXPERIENCED REALTORS

Based upon your specific area of interest in purchasing a property, a referral list of realtors is available.

Penn does not guarantee the services of any of the agents on the list. We suggest you contact and interview at least two or three agents including those who may not be on the list provided before you select one to represent you during your home purchase.

A few Penn-approved services are listed below:

Sherrie Burlingham & Associates

Chairman's Circle & Legend Award
Berkshire Hathaway HomeServices Fox & Roach
1149 East Lancaster Avenue, Suite 6
Rosemont, PA 19010
(610) 291-2317 Cell
(610) 520-2740 Direct
(610) 527-6400 Office
sherrie.burlingham@foxroach.com

Stacey Smart

Berkshire Hathaway HomeServices Fox & Roach
763 Lancaster Avenue, Suite 200
Bryn Mawr, PA 19010
(610) 527-0900 Office
stacey.smart@foxroach.com

MOVING SERVICES

Corrigan Moving Systems

Marabeth Galardi
General Manager
Corrigan Moving Systems

150 Jarley Road
Rochester, NY 14623
Office: (585) 647-9030
Direct: (585) 295-2245

Siracusa Moving & Storage

Yolanta Zajackowski
Corporate Relocation Specialist
Siracusa Moving & Storage

250 Commerce Circle
New Britain, CT 06050
(800) 222-1399 xt 218
(860) 259-0218 direct line
(860) 883 3827 after hours
(860) 826-3886 fax
yzajackowski@siracusamoving.com

RENTAL RESOURCES

Looking for short-term housing as you determine the neighborhood that is right for you?

The following off-campus options are suggested through the Penn Off-Campus Services:



STUDIO - 2 BEDS
0 - 2 BATHS
APARTMENT

**\$1,125 to
\$2,005**
per unit

Rittenhouse Hill

633 W Rittenhouse Street Philadelphia, PA 19144

Move In: See Floorplans
Listed by Post Brothers



4 BEDS / 2.5 BATHS
TOWNHOUSE

\$1,219
per bedroom

Chestnut Square

3200 Chestnut Street Philadelphia, PA 19104

Available Now
Listed by American Campus Communities



1 BED / 1 BATH
APARTMENT

**\$1,500 to
\$2,100**
per unit

1222 Locust

1222 Locust Street Philadelphia, PA 19107

Available Now
Listed by PRDC Properties, LLC



1 BED / 1 BATH
APARTMENT

**\$1,510 to
\$1,760**
per unit

3939 Chestnut - Studios & 1 Bedrooms

3939 Chestnut Street Philadelphia, PA 19104

Available Now
Listed by Equinox Management & Construction



3 BEDS / 3 BATHS
CONVERTED
HOUSE

\$3,900
per unit

4047 Locust Street - RENOVATED BI-LEVEL APARTMENT MINUTES FROM LOCUST WALK!

4047 Locust Street Philadelphia, PA 19104

Available Now
Listed by University City Associates/Campus Apartments



2 BEDS / 2 BATHS
APARTMENT

**\$1,650 to
\$1,890**
per unit

Pine Arms - 2 Bedroom 2 Bath

305 - 309 South 40th Street Philadelphia, PA 19104

Available Now
Listed by Campus Apartments

HOME SERVICES



Penn Home Ownership Services

The Office of Penn Home Ownership Services offers eligible employees the opportunity to apply for closing cost assistance for home purchasing and funds towards home improvement. The department also offers resources for home buyers and educational workshops. If you are interested in living in the greater West Philadelphia neighborhood, Penn Home Ownership Services is a valuable resource!

More information can be found [here](#).

Homebuyer Education

Penn Home Ownership Services offers extensive support in homebuyer education. To find helpful information on understanding your purchase power, improving your credit score, calculating mortgage payments, etc., please visit this [link](#).

Mortgage Programs

Eligible faculty and staff can apply for assisted financing for home purchases through [Penn Home Ownership Services](#).

Enhanced Forgivable Loan - Eligible faculty and staff interested in living and/or currently residing in the West Philadelphia community can borrow up to \$7,500 (with no interest and no monthly payments) for use towards home improvements including energy audits or retrofit.
<http://cms.business-services.upenn.edu/homeownership/phos-programs/25-enhanced-forgivable-loan.html>

Closing Cost Reduction Program - The Closing Cost Reduction Program (CCRP) offers mortgage financing options with discounted closing costs (.25% of mortgaged amount) to the University Community for the purchase and refinancing of homes.
<http://cms.business-services.upenn.edu/homeownership/closing-cost-reduction-program.html>

AROUND PHILADELPHIA

Philadelphia is a vibrant city rich in history, culture and arts. [Visit Philadelphia](#) offers extensive information on just about everything happening in the city to get you acclimated. Some highlights include:

The **Liberty Bell**'s home on **Independence Mall** is as powerful and dramatic as the bell itself. Throughout the expansive, light-filled center, larger-than-life historic documents and graphic images explore the facts and the myths surrounding the bell.

Independence Hall, home to the creation and signing of the Declaration of Independence and the Constitution.



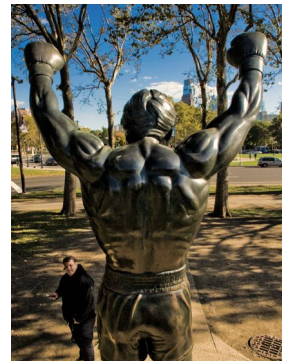
The **Reading Terminal Market**, established in 1892 at 12th and Arch Streets, is the nation's oldest continuously operating farmers' market. Through its long and interesting history, it has seen times both good and bad, but has emerged in the 21st century as one of the greatest public markets in the country. Read more:

The **Barnes Foundation** is a 93,000-square-foot, two-story building, designed by architects Tod Williams and Billie Tsien, is described as a "gallery in a garden, a garden in a gallery. The Barnes' permanent collection features 181 Renoirs, 69 Cézannes and 59 Matisse's, along with works by Manet, Degas, Seurat, Prendergrast, Titian and Picasso — one of the world's largest collections of Impressionist, Post-Impressionist and early Modern paintings and African sculpture.



The **Philadelphia Museum of Art** was forever immortalized in the classic Rocky film franchise. While the "Rocky Steps" draw a stream of visitors who want to reenact Stallone's on-screen training regimen, the museum is even more impressive inside.

The **Rocky Statue** and the **Rocky Steps** are two of the most popular attractions in Philadelphia. We don't have an exact visitor count, but if we did it would be near the top. Visiting the statue, running up the steps, and taking a picture at the top is pretty much a must on your first visit to Philly. It's a rite of passage.



LOCAL ACCOMMODATIONS

Local accommodations allow you to select a location that fits your itinerary and needs during your stay at Penn. Whether you need an on-campus, Center City or airport location, you will find quality accommodations at special Penn-negotiated rates at all our Penn Preferred properties for individual or group stays, with meeting and conference services to meet your specific needs.

ON CAMPUS LODGING (Managed by Penn)



The Inn at Penn, A Hilton Hotel

AAA Four Diamond eco-conscious accommodations on Penn's campus. [Newly Renovated Space.](#)



Sheraton Philadelphia University City

Penn hotel, surrounded by famed education and medical centers

CENTER CITY LODGING (Partnered with Penn)



Club Quarters*

The Smart Hotel for the Sensible Traveler. P.O. approved.

CENTER CITY and UNIVERSITY CITY LODGING with Penn Discounted Rates

* These hotels accept Penn P.O.'s / Direct Billing



Holiday Inn Express Midtown*

Center City at 13th and Walnut, within walking distance to historic sites, shopping and restaurants.



The Rittenhouse*

AAA 5-Diamond" luxury hotel, on center city's beautiful Rittenhouse Square. The Rittenhouse is now affordable, with your special Penn discount. P.O. Approved



Sonesta*

A totally redesigned hotel in 2014, prime location - only 1.63 miles away from campus in center city, waking distance to all city attractions & vibes. P.O. approved.



UR Home in Philly*

All the comforts of home in Center City. Various locations, fully furnished, for temporary, short or long term stays. Penn Preferred rates plus use our Car Service.

LOCAL ACCOMMODATIONS (continued)

CENTER CITY and UNIVERSITY CITY LODGING with Penn Discounted Rates

* These hotels accept Penn P.O's / Direct Billing



Palomar Philadelphia*

Boutique hotel housed in a striking 1929 Art Deco landmark. Ideally located in the heart of Center City



The Windsor Suites*

481 rooms including 52 extended-stay suites in the heart of Center City, Philadelphia.



AKA University City Hotel & Serviced Residences*

Brand new high-rise hotel. Penn rates & free shuttle. PO approved.



Homewood Suites University City*

All-suite hotel at 41st & Walnut. Complimentary full hot breakfast. Penn Rates available.



Sheraton Philadelphia Downtown*

Center city near City Hall, shopping & restaurants!



Hilton Garden Inn Center City*

At the Convention Center, in the heart of the city's best shopping, restaurants and historic areas.



The Logan, Curio Collection by Hilton*

Newly renovated, downtown modern luxury hotel at museum district, near Rittenhouse Sq, shopping, restaurants. HHonors



Hampton by Hilton*

Center City modern hotel next to Convention Center and walking distance to many historic attractions and restaurants.



Warwick Rittenhouse Square*

First Class Hotel on Rittenhouse Square. Special Penn rate \$145. Complimentary room upgrade - based on availability



AKA Rittenhouse Square*

Offering short & long term stays, AKA suites offers preferred amenities for Penn travelers. PO approved



The Study at University City*

Brand new hotel in the heart of vibrant University City.



DoubleTree by Hilton Philadelphia

Home away from home in Center City, on the famed Ben Franklin Pkwy. Studios and suites. Special Penn rates

TRANSPORTATION & COMMUTE OPTIONS

SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY (SEPTA)

SEPTA is a regional public transportation authority[4] that operates various forms of public transit services—bus, subway and elevated rail, commuter rail, light rail and electric trolleybus. SEPTA is the major transit provider for Philadelphia and its suburbs in Delaware, Montgomery, Bucks and Chester counties.

University City is the Penn Medicine stop. This station will also take you straight to the Philadelphia International Airport (PHL).



TRANSPORTATION & COMMUTE OPTIONS



PLANNING YOUR COMMUTE

Learn about [Penn Transit Services](#), including shuttles, buses, and other commuter options. Penn's compact urban campus is well served by an extensive network of subway, bus, regional rail, national rail, car-sharing, and trolley lines that are located around the campus where public transit stops are never more than a five minute walk from any part of campus.

Penn offers discounted options and pretax benefits through these programs: the Commuter Pass Program (COMPASS), TransitChek®, Commuter Check Card Prepaid MasterCard®, PATCO Freedom Pass, and N.J. Transit. If you plan to drive to campus, [Penn Parking Services](#) manages 27 lots and garages on Penn's campus.

CARPOOL

Current Penn Parking permit patrons can take advantage of discounts based on occupancy and location choices by teaming up to form a Carpool. Registration is on an annual basis and each carpool member will receive a pre-tax deduction via payroll. Carpool discounts: 25% for a two person car pool; 50% for a three person car pool; and 75% for a four person car pool.

To enroll in the Carpool Program please click here: [Carpool Program](#).

Please send email to parking@upenn.edu if you would like additional information.

RIDE SHARE OPTIONS

Car Sharing

If you only need a vehicle occasionally, car sharing is a good option. It gives you the benefits of owning a vehicle without the expenses and decreases congestion in and around campus. The University has contracted with two car sharing companies, [Enterprise CarShare](#) and [Zipcar](#) to provide incentives to members of the Penn Community to use car sharing for both departmental or personal use.

Vanpool

As part of Penn's Sustainable Transportation Initiative, Penn Transportation and Parking has joined with VPSI, a national leader in vanpooling and sustainable transportation, to expand vanpooling options to Penn faculty and staff.

The vans which operate throughout the region, including New Jersey and Delaware, offer a reliable, affordable and sustainable way to commute to campus. Depending on where you live and the number of riders, the average cost of participating in a Vanpool is between \$100 and \$150, which can be a pre-tax deduction from your paycheck. Riders generally meet at a convenient spot near their residences such as a church or shopping mall parking lot and are brought directly to campus.

TRANSPORTATION & COMMUTE OPTIONS



Vanpooling offers benefits to the commuters, the University and the planet. Riders can avoid the high cost of gasoline and the hassle of driving in rush hour traffic. Vanpooling helps ease traffic congestion in and around campus and supports Penn's Climate Action Plan by lowering the University's carbon footprint.

Penn currently has three vanpools in operation. For more information or to join a vanpool call *VRide* at 1-800-VAN-RIDE (826-7433) or visit www.vride.com.

Emergency Ride Home

Penn is working with the Delaware Valley Regional Planning Commission to inform members of the University community about [The Emergency Ride Home \(ERH\) Program](#). This service provides a "safety net" for commuters working in southeastern Pennsylvania who carpool, vanpool or use public transportation on a regular basis. In the event of an unexpected personal or family emergency or illness, unscheduled overtime, or if the regular ride home is not available for certain reasons, registered commuters are provided with a free ride to home, their car or to the place of the emergency.

WALKING AND BIKING

Walking Escort Service

Specially trained uniformed security officers from the Division of Public Safety are available 24 hours a day, year round. Service boundaries are shown on the [Transit Map](#).

How To Request a Walking Escort

- Ask any Public Safety Officer on patrol
- Call (215) 898-WALK (9255) or 511 (from a campus phone only)
- Use one of the many building and blue-light e-phones located on and off Penn's campus

Visit www.publicsafety.upenn.edu for more information.

Biking

For a list of resources at Penn to support cyclists see <https://cms.business-services.upenn.edu/transportation/walking-biking/cyclist-resources.html>

For more information on Transit and Parking services, visit www.upenn.edu/transportation

EDUCATION

Bringing your family and children? Learn about schools in Philadelphia and the surrounding areas.

Below are resources for all members of the Penn community to utilize when searching for appropriate childcare options. Tuition rates, registration information, tour schedules and curriculum design can be obtained by contacting the centers listed on the following sites.

Graduate Students: [Family Center at Penn](#)

A listing of schools and rankings: [Schools](#)

Penn Libraries: [Local School Information](#)

Public, Private, and Independent Schools

The links below will connect you with sites containing information on school systems in the Penn Medicine vicinity.



[The School District of Philadelphia](#)

[The School District of Havertown Township](#)

[Lower Merion School District](#)

[Radnor Township School District](#)

[Germantown Friends School](#)

[William Penn Charter School](#)

Please contact dorothy1@pennmedicine.upenn.edu who can share a list of contacts of faculty and staff whose children attend schools on this list and who have kindly offered to provide feedback on their experiences.

TUITION AND TRAINING PROGRAMS



TUITION ASSISTANCE

The University offers full-time faculty, regular full-time staff and limited service staff the opportunity to pursue knowledge and to advance their personal and professional development by providing tuition assistance for credit courses at the University of Pennsylvania.

The faculty/staff member is responsible for managing his/her tuition benefit in accordance with the policies and procedures found [here](#).

LEARNING AND DEVELOPMENT

Take advantage of a wide variety of career-development and skills-improvement resources to advance yourself personally and professionally.

Many courses are free, and any listed costs are charged to the employee's department.

On-Site Programs

Enroll in a variety of courses delivered in a traditional classroom setting. Professional trainers will lead programs about career development, time management, critical thinking, and much more. Browse [Knowledge Link](#) to view upcoming courses and to register.

Online Training

Sign up for web-based courses that are delivered right to your workstation. Topics include technology training, writing skills, time management, and more. Browse [Knowledge Link](#) to view upcoming courses and to register.

Customized Training

Find out how our professional trainers can support the unique needs of your department or group through customized training. Call us at 215-898-3400 for more information.

Career Resources

Take advantage of [career development resources](#) to help you take your career to the next level. Enroll in professional development courses through [Knowledge Link](#) or connect with our [Career Coach](#). Call us at 215-898-3400 for more information.

Leadership Development

Develop and enhance your leadership skills through multi-session, cohort-based training. You'll learn effective leadership tools, discover your strengths and weaknesses, and network with other Penn leaders. Call us at 215-898-3400 for more information.

CHILD & ELDER CARE

Penn is committed to helping faculty and staff maintain a balance between work, personal goals, and family responsibilities. You can take advantage of a wealth of family-friendly programs to meet your everyday needs.

Dependent Care for Children and Elders

[Backup Care](#) provides alternative care arrangements for your dependents so you can go to work.

[Penn's Children's Center](#) provides child care support for children ages three months to five years.

[Penn's Summer Programs for Kids](#) offer an array of summer activities for children and teens.

[School Strike and Closing Guidance](#) provides resources to help parents in the event of a school strike or closing

[Snow Day Child Care](#) is available when Philadelphia public schools close due to inclement weather (pre-enrollment required).

[Worklife Resources](#) can help with a wide range of dependent care challenges, such as finding child care, school-age care, summer camp programs in your community, and/or elder care services to meet your family's needs and preferences.

Starting or Growing Your Family

[Adoption Assistance](#) helps ease the financial impact of bringing home a new child by providing reimbursement for up to \$5,000 in eligible adoption expenses.

[Flexible Work Options](#) offer creative solutions for balancing work and family demands.

[New Child Benefits](#) give you access to a wealth of resources when you bring home a new child.

[Nursing Mothers Program](#) can help you make a smoother transition back to work when you're nursing your newborn.

Child Care Centers Near Campus

Affiliated Centers

[Penn Children's Center](#)

3160 Chestnut Street

(215) 898-5268

[The Caring Center](#)

3010 Spring Garden Street

(215) 386-8245

[The Parent-Infant Center](#)

4205 Spruce Street

(215) 222-5480

Other Centers

[Bright Horizons](#) 

3600 Civic Center Blvd

(267) 298-4400

[Families First Center](#)

3939 Warren Street

(215) 382-2499

[Infant Friendship Center](#)

1001 South 45th Street

(215) 386-5097

[KinderCare Learning Center](#)

1700 Market Street

(215) 563-9499

[Petite Ecole Bilingue](#)

2133 Arch Street

(215) 568-1158

[St. Mary's Nursery School](#)

3916 Locust Walk

(215) 386-0321

[St. Peter's School](#)

319 Lombard St

(215) 925-3963

[Tenth Presbyterian Church Preschool](#)

1701 Delancey Street

(215) 735-7688

CAREER OPPORTUNITIES FOR SPOUSE/PARTNER

Moving with a spouse or partner who may be looking for employment in Philadelphia? The region offers a diverse array of opportunities and is home to the following company headquarters:

[AlliedBarton](#) [security]



[Aramark](#) [hospitality]

[Blank Rome](#) [law]



[Brandywine Realty Trust](#) [real estate]

[Campbell Soup Company](#) [food]

[Comcast](#) [telecommunications]



[DuPont](#) [chemicals]

[Knoll](#) [furniture]



[Pepper Hamilton](#) [law]

[QVC Inc.](#) [retail]



Vanguard

UNISYS

[Sunoco](#) [oil]

[Toll Brothers](#) [house construction]

URBAN OUTFITTERS

[Unisys](#) [information technologies]



Jefferson



[Urban Outfitters](#) [apparel]

Pepper Hamilton LLP
Attorneys at Law

[Vanguard](#) [financial]

In addition to job search sites such as [Career Builder](#) and [LinkedIn](#), opportunities can be found at:

[Careers@Penn](#)

[City of Philadelphia Office of Human Resources](#)

[Jefferson University](#)

[Drexel University](#)

[Temple University](#)

CAREER GUIDANCE

JOB AND CAREER

Opportunities with Penn Service Providers

If you're on the hunt for a rewarding career, Penn can help you meet your goals. In addition to the diverse array of [job opportunities at Penn](#), you can also take advantage of opportunities offered through our valued service providers*. Penn works closely with a variety of organizations that provide services to the campus community, such as dining, security, hospitality and retail services. More information at:

<https://www.hr.upenn.edu/PennHR/careers-at-penn/opportunities-with-penn-service-providers>

Individualized Career Coaching - Help with self-assessment, goal setting, resume writing, interviewing skills, etc. Contact Gale Gibbons gibbonsg@hr.upenn.edu or 898-1371 to set up an appointment.

Staff Career Center - Resources: books, videos, as well as computers and online career tools. <https://www.hr.upenn.edu/PennHR/learn-grow/trainings-courses-and-webinars>

Computer Courses - Offered through Technology Training Services (<http://www.upenn.edu/computing/isc/training/>), the Biomedical Library (<http://www.library.upenn.edu/biomed/>) and the Library via Lynda.com (<https://www.isc.upenn.edu/lyndacom/>) (note: you can only access Lynda.com from either the main or biomed library).

Coursera - An online education platform, to make Web-based courses available free and to improve teaching on campuses.
<https://www.coursera.org/penn>

Tuition Benefits - For self, dependent children, spouses/same-sex domestic partners.
<https://www.hr.upenn.edu/PennHR/benefits-pay/tuition>

Retirement Counseling - One-on-one counseling session with either a Vanguard or TIAA-CREF representative 204 Anatomy-Chemistry Bldg. Schedule your session via:
<http://www.meetvanguard.com> or <http://www.tiaa-cref.org/moc>

Internal Applicant Provision - If you are looking for another job at Penn, as an internal candidate you are able to request the hiring officer's name from the HR recruiter so that you can contact the hiring officer directly. Email oforie@upenn.edu

PERSONAL INTERESTS



THINGS TO DO AT PENN

[Annenberg Center Live](#)
[University Museum](#)
[Morris Arboretum](#)
[Institute of Contemporary Art](#)
[Van Pelt Library](#)
[Penn Athletics](#)

RECREATION

Recreation Facilities

...including aquatics, gyms, intermural sports, and personal training

<https://recreation.upenn.edu/>

Intramural Sports - Softball, Volleyball, Golf and Soccer leagues (Summer, spring, or fall)

<https://recreation.upenn.edu/sports/2019/9/25/registration.aspx>

Aquatic: <https://recreation.upenn.edu/sports/2019/9/25/certification-courses.aspx>

Hecht & Hamlin Tennis Centers:

https://pennathletics.com/sports/2016/6/24/_131485206900908622.aspx

Personal Training: <https://recreation.upenn.edu/sports/2019/9/25/personal-training.aspx>

Wellness Outreach: <https://recreation.upenn.edu/sports/2019/9/25/wellness-outreach.aspx>

PERSONAL INTERESTS

GROUPS AND CLUBS

African American Resource Center: AARC is a resource center dedicated to enhancing the quality of life of faculty, staff, and students at the University of Pennsylvania with a particular focus on those of African descent. Any person associated with the university may use our free and confidential services as needed. <http://www.upenn.edu/aarc/>

Chess Club

Houston Hall, 1st floor, East End

Faculty Senate of the University of Pennsylvania: Elected members of the Faculty Senate's executive and standing committees engage in investigation and consideration of matters of import with the University administration. http://www.upenn.edu/faculty_senate/

Lesbian Gay Bisexual Transgender Center

The LGBT Center offers mentorships, tons of space to study and socialize, a calendar full of events, and operates as a social and political hub for the queer community on campus. One of the oldest and most active LGBT centers in the country, they have been proudly serving the Penn queer community for over 30 years.

Pen and Pencil Club

<http://writing.upenn.edu/wh/involved/groups/pennandpencil/>

Penn Club - Discount hotel rooms in NYC

(yearly membership required) <http://www.pennclub.org/>

Penn Professional Staff Assembly: The PPSA provides a forum through which monthly-paid staff can engage in dialogue about issues facing the University and higher education. <https://ppsa.upenn.edu/>

Penn Women's Center - mission is to promote gender justice, and to empower, support, and advance personal and professional development for women and female identified persons. <https://www.vpul.upenn.edu/pwc/>

Staff/Faculty Eco-Rep Program - The Staff/Faculty Eco-Reps Program is a peer education program that provides the tools to improve the environmental sustainability of Penn offices and labs.

<http://www.upenn.edu/sustainability/eco-reps/staff>

University Club – Buffet lunch, meeting rooms, free continental breakfast. (Yearly membership fee; faculty and staff new to the University can sign up for FREE 1st year membership.)

<http://www.business-services.upenn.edu/universityclub/>

WPPSA: Penn Weekly-Paid Professional Staff Assembly: The WPPSA represents weekly-paid professional employees on the University Council and gives voice to the interests of its membership throughout the Penn community. <http://www.upenn.edu/wpsa/>

PERSONAL INTERESTS



EVENTS AND ATTRACTIONS

Archaeology and Anthropology - Free Admission with Penn Card 3260 South Street (across from Franklin Field)

<http://www.museum.upenn.edu/>

Architectural Archives of the University of Pennsylvania - Preserves the works of more than 400 designers from the 18th century to the present.

<http://www.archives.upenn.edu/>

Arthur Ross Gallery - Showcases seldom-seen treasures from the University's collections and other public and private collections.

<http://www.upenn.edu/ARG/>

Bio Pond: <https://www.bio.upenn.edu/biopond/>

Conversational Spanish Lessons: <https://www.vpul.upenn.edu/lacasa/>

Department of Music - Sponsors a wide range of professional and student performance activities in classical music, jazz and other musical traditions. Most performances are free. Concert Schedule:

<https://www.sas.upenn.edu/music/performance/performance-calendar>

Institute of Contemporary Art - Free Admission with Penn Card 118 S. 36th St.

<http://www.icaphila.org/>

Morris Arboretum - Free admission with Penn card Off of Germantown Pike Weekdays:12pm - 8pm
Weekends, 11am - 5pm

<http://www.business-services.upenn.edu/arboretum/>

Penn Players: <http://pennplayers.tumblr.com/>

Penn Relays - Free admission (except the final) Where: Franklin Field When: Annually each April

<http://www.ThePennRelays.com>

Van Pelt Library: <http://www.library.upenn.edu/vanpelt>

WXPN Free at Noon - Friday lunch concerts series - Downstairs at World Café Live 3025 Walnut Street

<http://xpn.org/events/free-at-noon>

HEALTH & WELLBEING

Penn Medicine focuses on the health and wellbeing of faculty and staff through a number of wellness initiatives. For more information, please visit: <https://www.wellnessatpenn.com/>



ABOUT EVENTS RESOURCES NEWS

We provide support, resources, and practical tools for eight kinds of wellness at Penn



EMOTIONAL



PHYSICAL



MENTAL



SOCIAL



SEXUAL



SPIRITUAL



FINANCIAL



OCCUPATIONAL

PENN EMPLOYEE ASSISTANCE PROGRAM



Penn Employee Assistance Program (EAP)

The EAP is a timely, no-cost, confidential support for you and your family designed to help you better balance the demands of work and life. The EAP services cover you, your spouse, dependent children, your parents, and parents-in-law.

Benefits of these new services include:

- Access through phone, video and app-based technologies
- Availability of telephonic counseling
- Timely scheduling of routine EAP counseling appointments
- Multi-language capabilities

EAP counselors are available 24/7 by phone, email, and webchat. They can help you learn coping skills for stress, depression, parenting issues, substance abuse, and other temporary setbacks. In addition, work-life specialists can help you locate support resources.

Counselors are trained to assist with short-term problem resolution, and are able to provide referrals for long-term support related to:

- Stress, anxiety, depression, and other emotional challenges
- Coping with change or grief
- Personal and work relationships
- Financial planning, debt management, and legal issues
- Manager consultations

Call: 1-866-799-2329

Email: eapinfo@healthadvocate.com

Visit:

<https://www.hr.upenn.edu/PennHR/wellness-worklife/counseling-and-employee-assistance-program>

You can also take advantage of the following Penn work-life benefits:

- [Senior Care Planning and Resources](#)
- [Backup Child Care](#)
- [Backup Adult Care](#)
- [Work-life and Wellness Workshops](#)

Please contact worklife@hr.upenn.edu with any questions.

WORK/LIFE & PENN BENEFITS



FINANCIAL PROGRAMS AND SERVICES

Banking - PNC WorkPlace Banking offers Penn faculty and staff a complete set of money management tools with exclusive features, benefits and rewards. Call or email Debra McAnney today 215-585-7207 or debra.mcanney@pnc.com

<https://www.pnc.com/webapp/unsec/Blank.do?siteArea=/pnccorp/pnc/home/personal/student+banking/university-of-pennsylvania>

Closing Cost Reduction Program - The Closing Cost Reduction Program (CCRP) offers mortgage financing options with discounted closing costs (.25% of mortgaged amount) to the University Community for the purchase and refinancing of homes.

<http://cms.business-services.upenn.edu/homeownership/closing-cost-reduction-program.html>

Credit Card

[Bank of America](#) offers Penn faculty and staff the BankAmericard Cash Rewards™ credit card. Bank of America helps support the University of Pennsylvania with every account opened and for every purchase that you make with the card.

Credit Union

Penn faculty and staff at the University of Pennsylvania, University of Pennsylvania Health Systems and its affiliated institutions, as well as their families, can join the [U. of P. Federal Credit Union](#), a not-for-profit financial institution that offers a variety of banking services.

Flexible Spending Accounts

Penn provides both a [Health Care Flexible Spending Account](#) and a [Dependent Care Flexible Spending Account](#) to eligible employees. Learn more about [Penn's Flexible Spending Accounts here](#).

Mortgage Programs

Eligible faculty and staff can apply for assisted financing for home purchases through [Penn Home Ownership Services](#).

Retirement Saving Plans

The University of Pennsylvania offers [eligible faculty and staff](#) three easy ways to save for retirement: The Basic Plan, Matching Plan, and Supplemental Retirement Annuity (SRA) Plan. Each plan allows you to choose from a wide variety of investment funds at TIAA and Vanguard.

WORK/LIFE & PENN BENEFITS

EMPLOYEE DISCOUNTS

Car Discount Programs -

Zipcar - get an annual membership rate of \$25 vs \$60 (for occasional driving plan). Also the one time application fee is waived

<http://www.zipcar.com/penn>

Ford Partner Recognition Employee Discount Program

Ford Motor Company offers Penn faculty and staff the opportunity to participate in the Partner Recognition Employee Discount Program, which offers the ability to purchase or lease eligible vehicles at X-Plan price.

Visit the Ford Partner Recognition website for more information (enter Partner Code UVPEN). You can also use this site to generate your Personal Identification Number (PIN) which can take you to the dealership of your choice.

General Motors is offering Penn faculty and staff the ability to purchase or lease a new GM vehicle at a discount. To find out more about the program, visit the GM Supplier Discount website (enter Company Code 871211) or call 1-800-960-3375.

Brands represented in the GM program include: Chevrolet, Buick, GMC and Cadillac.

Penn receives no compensation, benefits, or other consideration of any kind with purchases of General Motors or Ford vehicles through the General Motors Supplier Discount Program or the Ford Partner Recognition Employee Discount Program.

Cell Phone Service - Cingular Wireless, Nextel, and Verizon Wireless offer discounts on cellular service plans and phones. <http://www.upenn.edu/computing/voice/cellular/>

Computers - The Penn community receives an academic discount at the Computer Connection. <http://www.business-services.upenn.edu/computerstore/>

Compass Program (SEPTA) - [10% discount on Transpasses and Trailpasses](#) (on top of the first \$240 being pre-tax)

[Free Legal Services](#)

Benefit from convenient access to qualified legal professionals. Receive 30 minutes of free legal consultations over the phone. The number of initial consultations per year on each new legal topic is limited. Call 1-888-321-4433 and select the options for work-life services.

WORK/LIFE & PENN BENEFITS

Free Movie Rentals - You are allowed to borrow up to 4 movies at a time for 7 days each Van Pelt Library Tip: Browse the online catalog before you go <http://www.library.upenn.edu/catalogs/vcat/>

Global Fit - Penn faculty and staff and their families qualify for discounted rates at participating health clubs.
<https://www.hr.upenn.edu/PennHR/penn-community/deals-discounts/globalfit-discount-gym-membership>

Ice Rink at Class of 1923 Arena - Discount of \$1 off public skate admission price. 3130 Market
<http://www.business-services.upenn.edu/icerink/index.html>

Library PressDisplay - This is full text access to newspapers around the world (think pdfs of newspapers), including The Philadelphia Inquirer and the Philadelphia Daily News.
<https://www.pressreader.com/catalog>

Penn Club of New York

Penn faculty and staff are eligible to join [The Penn Club](#), a 5-star private club that provides access to 150+ reciprocal private clubs worldwide (including Philadelphia) and a clubhouse in Manhattan. Staff rates are discounted compared to alumni rates.

Pennsavers

Pennsavers is a weekly email offering half-price tickets and special discounts for cultural events around the region.

Personal Purchase Program - Faculty and staff can take advantage of personal purchase programs offered by Penn preferred contract suppliers. Including: Car sharing, computer and office products.
<http://www.purchasing.upenn.edu/buytools/personal.php>

Philadelphia Museum of Art Discounted Membership - Penn faculty and staff can purchase a discounted membership to the Philadelphia Museum of Art. As a member, you'll enjoy free admission year-round, and much more. [Learn More](#)

Ryan Hospital at Penn Vet

The [Ryan Hospital at Penn Vet](#) offers all Penn faculty and staff a 20% discount off hospital services and substantial discounts through the Ryan Hospital's Primary Care Service. They also offer a drop-off service for pets to minimize work-day interruptions. [Learn more](#) about the Ryan Hospital's clinical services or make an appointment.

WORK/LIFE & PENN BENEFITS

Shipping

[Amazon Shipping at Penn](#): Do you know about this great Penn perk? It's a convenient and secure location for faculty and staff to pick up and return Amazon orders. Urban living is easier when you can count on online orders. You can activate the resource today with your Penn account.

PersonalShip is a service that provides members of the Penn community the opportunity to benefit from the University's discounted rates to send packages via express mail. To begin saving on your shipments, visit <https://cms.business-services.upenn.edu/mail/pership>

YMCA

Philadelphia Freedom Valley YMCA and Regional Y Alliances offer a 10% [monthly membership discount](#) to all Penn employees with valid PennCards. There is no joiner fee for new Penn employee memberships. To receive the discount on a new membership, visit any [YMCA location listed here](#) and present your PennCard. Existing members can sign up for a discount at their home branch.

YouDecide at Penn - [YouDecide](#) is a convenient portal offering Penn faculty and staff access to hundreds of discounts from local and national providers on goods and services. Providers include arts and cultural organizations, florists, apparel, entertainment, insurance products, home improvement, and many others. Faculty and staff are encouraged to [visit YouDecide often](#) to browse through the latest selections. **Your PennKey and password are required for access.**

EVENTS AND ATTRACTIONS

Penn Cultural Attractions

Penn faculty and staff enjoy free admission (with PennCard) to the [Penn Museum](#), the [Morris Arboretum](#), and the [Institute of Contemporary Art](#), as well as discounted tickets at [Annenberg Center Live](#).

[Ice Rink at Class of 1923 Arena](#)

Receive a discount of \$1 off public skate admission price: 3130 Market.

[Penn Football](#)

Franklin Field (gate SM) Staff Member + 4 (all free) Highlight: Penn Family Day.

[Penn Relays](#)

Free admission (except the final). Where: Franklin Field When: Annually each April.

Tickets to Penn Athletic Contests

The [Penn Athletics ticket office](#) offers special deals to faculty and staff who cheer for the Red & Blue.

CITY RESOURCES



The City of Philadelphia offers its residents a wealth of municipal resources ranging from low-cost legal services to social community events. The list below is only a snapshot of the organizations that can support your off-campus living experience.

Legal Resources

For information on tenant advocacy groups and court procedures, please visit the [Legal Resources](#) page under Tenant/Landlord Relationship.

University City District

University City District is a partnership of world-renowned anchor institutions, small businesses and residents that creates opportunity, improves economic vitality and quality of life in the University City neighborhood of West Philadelphia. This organization strives to invest in world-class public spaces, address crime and public safety, bring life to commercial corridors, connect low-income residents to careers and promote job growth and innovation.

3940-42 Chestnut Street
Philadelphia, PA 19104
215-243-0555
ucd@universitycity.org
<https://www.universitycity.org/>

Center City District/Central Philadelphia Development Corporation

The CCD and CPDC share a mission to enhance the vitality of the Center City neighborhood as a thriving downtown and a great place to live, work or have fun. These organizations promote social engagement opportunities, develop resources for business entrepreneurs and are committed to making Center City a safe, clean and beautiful neighborhood to work, shop, dine and play.

Public Ledger Building
660 Chestnut Street
Philadelphia, PA 19106
215-440-5500
info@centercityphila.org
www.centercityphila.org

Department of Licenses and Inspections

The City of Philadelphia has set minimum health, safety and maintenance standards for houses and apartments. Keeping the housing in our city up to the standards involves a partnership between tenant, landlord and the city. The Department of Licenses and Inspections strives to be the nation's leading code enforcement agency by exercising the highest level of integrity in its interpretation and application of the city's building, maintenance and safety codes. To provide the best customer service and operations systems possible, the Department of Licenses and Inspections has several divisions that govern code and regulation enforcement, residential and commercial licensing, permits and certificates, zoning and appeals.

CITY RESOURCES (continued)

Municipal Services Building
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
215-686-2463
www.phila.gov/li

Licensing

Anyone who offers a dwelling unit or rooming unit for rent must obtain proper licenses from the Department of Licenses and Inspections. There are three categories of such licenses that the department issues and each has somewhat different requirements: Residential Rental, Multiple-Family Dwelling and Rooming House.

The owner of any rental dwelling unit or rooming unit cannot legally collect rent without having the required licenses. An owner cannot proceed with an eviction without the proper licensing.

Residential Licenses

A Residential Rental License is required of any person who offers a one-family dwelling, two-family dwelling (duplex) or a rooming unit in either of these, for rent.

- Owners who rent out a single family dwelling must have a Residential Rental License, a Business Privilege License and a Business Tax Number.
- Owners of two-family dwellings must have a Residential Rental License, a Business Privilege License, Business Tax Number and Zoning approval, even if the owner occupies one of the units.
- Only one Business Privilege License and one Business Tax Number is required, no matter how many rental properties a person has. The Business Privilege License fee is a one time fee.
- Each time a dwelling unit is rented to a new tenant, the owner must give the tenant a written statement certifying that the rental unit is licensed, and listing the license number.

Multiple-Family Dwelling Licenses

A Multiple-Family Dwelling License is required of any person who operates a multiple-family dwelling (three or more dwelling units), whether rental, cooperative or condominium.

- Owners of multiple-family dwellings must have a Multiple-Family Dwelling License, a Business Privilege License, a Business Tax Number and Zoning approval.
- Only one Business Privilege license and one Business Tax Number is required of one person, no matter how many properties a person has. The Business Privilege License fee is a one-time fee.
- Each time a dwelling unit is rented to a new tenant, the owner must give the tenant a written statement certifying that the rental unit is licensed, and listing the license number.
- The owner of a multiple-family dwelling is required to name a managing agent over the age of eighteen years to receive service of notices, orders of summonses issued by the Department of Licenses and Inspections.

CITY RESOURCES (continued)



The managing agent is required to have a residence or a regularly attended business office within the City of Philadelphia. If the owner meets these qualifications, he or she may be designated the managing agent.

Rooming House Licenses

A Rooming House License is required of any person who operates a rooming house, dormitory or hotel.

- Owners of rooming houses, dormitories and hotels must have a Rooming House License, a Business Privilege License, a Business Tax Number and Zoning approval.
- Only one Business Privilege License and one Business Tax Number is requested of one person, no matter how many rental properties a person has. The Business Privilege License fee is a one time fee.
- Each time a rooming unit is rented to a new tenant, the owner must give the tenant a written statement certifying that the rental unit is licensed, and listing the license number.
- The owner of a rooming house, dormitory or hotel is required to name a managing agent over the age of eighteen years to receive service of notices, orders or summonses issued by the Department of Licenses and inspections.

The managing agent is required to have a residence or a regularly attended business office within the City of Philadelphia. If the owner meets these qualifications, he or she may be designated the managing agent.

USEFUL SITES AND GROUPS



Websites - how to access email and calendar from any browser, locate people, change your password and contact information, and more.

Information and Technology- everything you need to know about getting your computing system set up, accessing hospital systems from a School computer, web conferences, and support for technology problems and questions.

[Where Do I Find...](#)? - how to find people, tools and information around the School and University.

Check out daily events, symposia, seminars, etc. at our School-wide [calendar](#)

Questions?

If you have any questions, contact evdcso@pennmedicine.upenn.edu.

Additional information compiled in this document can found at:

[Penn Human Resources](#)

[Penn Off-Campus Services](#)

[PennTEM – Travel and Expense Management](#)

[Penn Transit Services](#)

