

UNIVERSITY RULE

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Career Center

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Revised: August 1, 2024

Next Scheduled Review: August 1, 2029

Rule Statement

The Career Center is a centralized source of career opportunities for student employment assistance for undergraduate and graduate students in all departments and divisions of Texas A&M University (Texas A&M).

Official Rule

1. GENERAL

The Career Center is a centralized source of career opportunities for student employment assistance for undergraduate and graduate students in all departments and divisions of Texas A&M. Services include: career advising and education, cooperative education, internships, job postings, on-campus and virtual interviews, and job employment assistance with academic major related opportunities. The Texas A&M University Career Center is an Equal Employment Opportunity facilitator.

2. ELIGIBILITY FOR SERVICES

The Career Center restricts the use of its services to current and former students of Texas A&M except in rare circumstances where the Provost & Executive Vice President, or designee, may approve the limited use of services (e.g. career resources) through a reciprocal agreement with another university for a graduate of that university. Employees of Texas A&M may use the career resources and may consult with Career Center staff dependent upon staff availability.

3. SCHEDULING

All student interviews conducted on the Texas A&M campus for the purpose of obtaining professional employment outside of The Texas A&M University System, both full-time and co-op/internships, must be coordinated through the Career Center. Student job interview scheduling arrangements must be coordinated by the Career Center, and interview schedules and job postings must be made available to students through the Career Center. All employment interviews, virtual or in-person, conducted on the Texas A&M campus must be coordinated with the Career Center unless an alternate location is specifically authorized by the Executive Director of the Career Center.

- 3.1 All students who are qualified by academic major, degree level, and date of graduation will be allowed to submit electronic resumes through the Career Center computerized interview scheduling system.

4. EQUAL EMPLOYMENT OPPORTUNITY

Texas A&M will comply with federal and state laws and System Policies and Regulations in providing equal opportunity for all qualified students who seek employment through job interviews with employers recruiting virtually or in person for hiring purposes. Also, it is expected that all employers, public or private, visiting the Texas A&M campuses for the purpose of hiring Texas A&M students agree to abide by all federal laws and regulations when conducting job interviews.

Contact Office

[Career Center](#)

Division of Student Affairs

Texas A&M University

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