

# UNIVERSITY RULE

## **13.99.99.M1 Career Center**

*Approved January 28, 1999*

*Revised March 20, 2003*

*Revised March 16, 2005*

*Revised May 22, 2009*

*Next Scheduled Review: May 22, 2012*

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### **Rule Statement**

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The Career Center is an integrated source of career opportunities for student employment assistance for undergraduate and graduate students in all departments and divisions of the University.

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### **Official Rule**

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#### 1. GENERAL

The Career Center is an integrated source of career opportunities for student employment assistance for undergraduate and graduate students in all departments and divisions of the University. Services include: career advising and education, cooperative education, internships, job postings, on-campus 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 University except in rare circumstances where the Provost and Executive Vice President for Academics, or designee, may approve the limited use of services (e.g. career resource library) through a reciprocal agreement with another university for a graduate of that university. Employees of Texas A&M University may use the career resource library and may consult with Career Center staff dependent upon staff availability.

#### 3. SCHEDULING

All student interviews conducted on the Texas A&M University 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 shall be coordinated by the Career Center, and interview schedules and job postings shall be made available to students through the Career Center. All employment interviews conducted on the Texas A&M University campus shall be located in the Career Center unless a different campus 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 University 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 visiting the campus for hiring purposes. Also, it is expected that all employers, public or private, visiting the Texas A&M University campus and Bryan/College Station area for the purpose of hiring Texas A&M students agree to abide by all federal laws and regulations when conducting job interviews.

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**Contact Office**

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For rule clarification or interpretation contact the Career Center at 845-5139.

OFFICE OF RESPONSIBILITY: [Career Center](#)