

**13.99.99.R0.26 Career Development**  
Approved December 2002  
Revised August 16, 2010



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## **Procedure Statement**

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The university strives to provide opportunities to students to achieve employment success and to become contributing members of a global society.

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## **Reason for Procedure**

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This procedure describes the role of Career Development in enhancing the necessary professional skills to foster confident, productive, and successful citizens.

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## **Procedures and Responsibilities**

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### **1. PURPOSE**

- 1.1 Career Development assists and educates students and alumni in all departments and divisions of the university with career assessment, career counseling, and the job search process by providing a variety of resources, programs, and services designed to appropriately meet individual needs.
- 1.2 Career Development assists employers with their hiring needs by facilitating opportunities to connect with students and alumni through a variety of events and services.
- 1.3 Career Development assists the university community through collaborative events and programs.

### **2. EQUAL EMPLOYMENT OPPORTUNITY**

- 2.1 Career Development will comply with Federal laws and regulations in providing equal opportunity for all qualified students and alumni who seek employment through services offered by that office.

2.2 It is expected that all employers, public or private, using the Texas A&M University-Commerce Career Development Office for the purpose of hiring students and/or alumni agree to abide by all federal laws and regulations.

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## **Related Statutes, Policies, or Requirements**

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System Policy [Section 13. Students Student Guidebook](#)

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## **Contact Office**

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Director of Career Development  
903-886-5108