

**Student Development Associate - Career Services
Tarrant County College District**

Direct Link: <https://www.AcademicKeys.com/r?job=268805>

Downloaded On: Dec. 1, 2025 3:56pm

Posted Dec. 1, 2025, set to expire Mar. 26, 2026

Job Title Student Development Associate - Career Services
Department Career/Employment Services
Institution Tarrant County College District
Fort Worth, Texas

Date Posted Dec. 1, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs
Administration - Counseling Services

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Job Description

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Student Development Associate - Career Services

Tarrant County College District

Title: Student Development Associate - Career Services

Department: NW Career/Employment Services

Campus Location: Northwest Campus

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Employee Classification: ISP - Instructional Sup

Position Type: PT - Regular

Grant Funded: No

Compensation Details: Starting Pay - \$21.10

Work Hours: Monday - Friday 8:00am - 7:00pm, Varies based on schedule

Remote Eligible: This position is not eligible for remote work

Special Instructions to Applicant: This is a part-time position, with a maximum of 19.5 hrs. per week

Job Summary:

Reporting to the assigned campus leader, the Student Development Associate is responsible for supporting student programming and community engagement efforts while also supporting the departments' efforts to offer training and programming.

Primary Duties and Responsibilities:

Essential Performance Requirements*

Assists with daily operations of the department

Cross-trains in multiple areas with student support responsibilities

Provides direct face-to-face, phone, and electronic communications customer service

Supports marketing efforts for department programs from planning to implementation

Campus Specific Duties

Oversees the planning, implementation, and execution of various activities on campus and some district-wide initiatives

Coordinates and provides guidance to student leaders of various clubs and organizations including but not limited to training of club sponsors, student leaders, club events, club registration and fundraising forms, field trip forms, club purchases

Leads in facilitating on-campus reservations for rooms, places, equipment, and other activities

Follows policies for department purchases, requisitions, data collection, recording, and program assessment

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Family Empowerment Center Specific Duties

Assists in the planning and facilitating of workshops

Oversees the food pantry and maintains client records and files

Updates department forms and compiles department data from workshops, food distribution, and other events

General Supervision and Management

Acts as a team lead for Student Workers or others

Service Excellence

Attends the workplace regularly, reports to work punctually, and follows a work schedule to keep up with the demands of the worksite

Completes all required training and professional development sessions sponsored through Tarrant County College (TCC)

Supports the mission, values, goals, and principles of the College

Supervision

Works under the general supervision of the assigned campus leader

*Performs Other Related Tasks as Required

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Required Minimum Qualifications:

Associate's degree or 60 college hours

Two (2) years' working experience related to the Essential Performance Requirements

Preferred Qualifications:

At least one (1) year's working experience supervising employees (e.g., managing and evaluating performance of others)

At least one (1) year's working experience planning, publicizing, and implementing a variety of programs

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At least one (1) year's working experience assisting with resume and cover letter writing

Knowledge, Skills and Abilities:

Knowledge of different types of student issues and how they affect a student's participation in campus activities

Knowledge of career exploration and development workshops

Skilled in excellent customer service and interpersonal relationships

Skilled using enterprise systems, including word processing, spreadsheet, and presentation software

Skilled in public speaking and leading presentations to all levels of attendants

Ability to work effectively in a collaborative environment

Ability to enthusiastically communicate with and relate to the community college student

Ability to work a flexible schedule

Physical Demands and Work Environment:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, and climb or balance. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet.

Accommodation/EEO Statement:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

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To apply, please visit: <https://careers.tccd.edu/jobs/student-development-associate-career-services-northwest-campus-texas-united-states>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Career/Employment Services
Tarrant County College District

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