NOW HIRING · 2026–2027 ACADEMIC YEAR

Graduate Assistant

TCU Builder Collective

The TCU Office of Innovation and Commercialization is seeking an entrepreneurial and highly motivated graduate student to support the TCU Builder Collective, which provides the people, programs, and resources that help turn early ideas into real ventures.

This graduate assistantship offers hands-on experience in entrepreneurship and venture development, program operations, research and analysis, event coordination, and engagement with innovators and entrepreneurs. The Graduate Assistant will work alongside the Builder Collective team to support programs and resources designed to help members of the TCU community explore ideas, develop solutions, and build new ventures.

POSITION DETAILS

HOURS
20 hours per week

START DATE
TBD based on class schedule

DEPARTMENT
Innovation & Commercialization

COMPENSATION
$20 per hour October–December 2026, plus a $10,000 stipend for the Spring 2027 semester

TUITION
Full-time tuition support for the Spring 2027 semester

KEY RESPONSIBILITIES

- Support the planning and delivery of Builder Collective programs, workshops, events, and other entrepreneurship initiatives;
- Assist with program operations, including participant communications, scheduling, registration, materials, logistics, and follow-up;
- Support students, faculty, researchers, and other participants as they engage with Builder Collective programs and resources;
- Conduct market and landscape research, benchmarking, literature reviews, and other applied research related to entrepreneurship, innovation, and venture development;
- Assist with identifying resources, tools, mentors, partners, and opportunities that may benefit program participants;
- Track program participation, venture activity, engagement metrics, and other performance indicators;
- Collect participant feedback and help evaluate opportunities to strengthen programs and services;
- Support marketing and communications efforts, including program materials, social media, newsletters, and digital content;
- Assist with engagement of campus, industry, entrepreneurial, and community partners;
- Provide administrative and project support to the Builder Collective and Office of Innovation and Commercialization; and
- Contribute to special projects and new initiatives as assigned.

WHAT WE'RE LOOKING FOR

The ideal candidate is curious, resourceful, organized, and comfortable working in an environment where new ideas and projects are constantly developing. Strong research, communication, problem-solving, and organizational skills are important, along with an interest in entrepreneurship, innovation, technology, commercialization, or venture development.

Experience with entrepreneurship, startups, business research, market analysis, project management, event coordination, or marketing is helpful but not required.

This is an opportunity to gain practical experience within TCU's growing innovation and entrepreneurship ecosystem while working directly with programs designed to move ideas from possibility toward action and impact.

HOW TO APPLY

Interested students should submit a current resume and a brief cover letter describing their interest in the position and any relevant experience, skills, or interests.

EMAIL APPLICATION MATERIALS TO

Kate Lovelady | k.lovelady@tcu.edu

Subject line: *Builder Collective Graduate Assistant*