NOW HIRING · 2026–2027 ACADEMIC YEAR

Graduate Assistant

TCU Innovation Network

The TCU Office of Innovation and Commercialization is seeking a motivated and creative graduate student to support the TCU Innovation Network, a university-wide initiative that connects students, faculty, staff, alumni, and community partners through programs, events, and opportunities designed to advance innovation and collaboration across TCU.

This graduate assistantship offers hands-on professional experience in programming and event coordination, marketing and communications, community engagement, and program development. The Graduate Assistant will work closely with the Innovation Network team and collaborate with partners across the university and Fort Worth community.

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, coordination, and execution of Innovation Network programs, events, workshops, and special initiatives;
- Assist with marketing and communications, including social media, newsletters, flyers, digital content, and other promotional materials;
- Help identify creative ways to increase awareness of and engagement with Innovation Network programs and resources;
- Coordinate program logistics, registration, communications, materials, and follow-up;
- Track participation, engagement, and other program metrics and assist with reporting and analysis;
- Collect participant feedback and help identify opportunities to strengthen programs and the participant experience;
- Support outreach and engagement with students, faculty, staff, alumni, and campus and community partners;
- Conduct research and benchmarking related to innovation programming, emerging trends, and best practices;
- Provide administrative and project support to the Innovation Network and Office of Innovation and Commercialization; and
- Assist with special projects and new initiatives as opportunities arise.

WHAT WE'RE LOOKING FOR

The ideal candidate is organized, dependable, collaborative, and excited about innovation and working with people across disciplines. Strong written and verbal communication skills, attention to detail, creativity, and the ability to manage multiple priorities are important for success in this role.

Experience with event planning, communications, marketing, social media, graphic design, project management, or community engagement is helpful but not required.

This is an opportunity to gain meaningful, real-world experience while contributing to a growing university-wide initiative and helping create opportunities for innovation and connection across TCU.

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: *Innovation Network Graduate Assistant*