External Relations
Office Associate

Department: Office of External Affairs
Institution: The University of Texas System
Location: Austin
No. of Openings: 1
Hours per Week: Up to 19 hours
Work Schedule: Flexible Schedule-: Monday- Friday 8:00-5:00
Compensation: $15.00
FLSA Status: Non-Exempt
Benefits Eligible: No

About UT System
Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and five health institutions. The University of Texas System is based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions.

About Office of External Affairs
The Office of External Relations connects The University of Texas System with the public through strategic communication and interaction. The office consists of four areas of expertise that assist and collaborate with each of the 13 UT institutions and UT System administrative offices to provide the public with an array of resources.

Essential Functions

• Data entry of confidential financial information into secured database
• Printing, collating, and collection documents related to creation of endowment files
• Assist with mailings to donors, UT institutions, and other constituencies as needed
• Other typical administrative tasks as assigned

Preferred Qualifications

• Previous experience in an office setting
• Strong attention to detail
• Familiarity with databases
• Ability to utilize word and excel

Working Conditions
Position requires presence in the building.

How to Apply
Send one email to abrannon@utsystem.edu as specified below.

  • Subject Line: ER Office Associate
  • Attach the following documents as Word or PDF files:
    〇 Resume
    〇 3 Professional References (incl. contact information)

Additional Information
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.
Equal Opportunity/Affirmative Action
The University of Texas System is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Talent & Innovation.

Please direct questions to the Office of Talent & Innovation.