Epidemiology/Biostatistics Intern

Department: Office of Employee Benefits
Institution: The University of Texas System Administration
Location: Austin, TX is preferred
No. of Openings: 1
Hours per Week: Up to 19.5 hours; Flexible M-F from 8AM-6PM
Compensation: Up to $20/hour; commensurate with experience
Earliest Start Date: Immediately

About the Department: The University of Texas System is made up of 14 UT institutions. UT System Administration manages the benefits program for over 100,000 employees and retirees across the system and their family members (totaling over 200,000 covered lives). Living Well is the wellness program offered through the insurance plan. Our goal is to improve the health and quality of life for our members using a socioecological framework.

Purpose of Position: Living Well is seeking a biostatistics or epidemiology masters or PhD student to analyze health and pharmacy claims and other programmatic data to determine historical trends, current status, areas for targeted intervention and program effectiveness.

Essential Functions:
- Conducts statistical analyses and reports.
- Supervises the routing tabulation of data; edits and analyzes the final material in the form of reports and records, including detail and summary tables, graphs, and charts.
- Performs statistical analyses from both large and small samples of data.
- Calculates medians quantities, percentiles and coefficients of correlation.
- Tests data for sampling errors and for significance differences between samples.
- Develop a dashboard for the Living Well program and each of the UT institutions.
- Develop evaluation of the Living Well program and other wellness programs.
- Develop user-friendly, meaningful reports for key stakeholders: institution wellness staff, leadership, participants, and wellness champions.
- Performs other duties as assigned.

Required Qualifications: Bachelor’s degree in related field.

Preferred Qualifications: Two (2) years of experience in analysis and presentation of statistical data. May substitute required experience with equivalent years of education beyond the minimum education requirement.

How to Apply:
To be considered for an interview, applicants must follow these steps:
1. Address your email to livingwell@utsystem.edu.
2. Subject line of email must read: OEB Intern: <your first and last name>
3. Required documents to include as attachments:
   - Current resume
   - Cover letter expressing interest and key skills
• Hours of availability and if able to work during the semester breaks

Additional Information:
Security sensitive position; background checks are conducted on applicant selected

EO/AA Statement:
The University of Texas System Administration 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 Employee Services.