Project Coordinator Intern

<table>
<thead>
<tr>
<th>Department</th>
<th>Office of Health Affairs, Texas Child Mental Health Care Consortium Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>The University of Texas System</td>
</tr>
<tr>
<td>Location</td>
<td>Austin</td>
</tr>
<tr>
<td>No. of Openings</td>
<td>1</td>
</tr>
<tr>
<td>Hours per Week</td>
<td>Between 10-19 hours/week – will work with student on mutually acceptable schedule</td>
</tr>
<tr>
<td>Hourly Pay Rate</td>
<td>$16-20, depending on experience</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Flexible, but within working hours M-F, 8-5</td>
</tr>
<tr>
<td>Earliest Start Date</td>
<td>Immediately</td>
</tr>
<tr>
<td>Expected End Date</td>
<td>8/31/25 but may be extended</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Benefits Eligible</td>
<td>No</td>
</tr>
</tbody>
</table>

About UT System

Established by the Texas Constitution in 1876, The University of Texas System consists of nine academic and five health institutions. The University of Texas System is primarily based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions. UT System serves a diverse and growing state and strives to provide a work environment where employees of all backgrounds feel welcome. UT System complies with Texas state laws on military and former foster children employment preferences.

About The Texas Child Mental Health Care Consortium

The Texas Child Mental Health Care Consortium (TCMHCC) was created by the 86th Texas Legislature in Senate Bill 11 (SB 11) to address gaps in mental health care for children and adolescents in Texas and to enhance collaboration across academic departments of psychiatry in Texas. Through the Consortium, Texas is provided a unique opportunity to implement evidence-based programs throughout the state through the collaboration of the state’s many health-related institutions, state agencies, and nonprofits, building on the ability and success of existing programs at some of the institutions, developing new programs in conjunction with local school districts and local community mental health providers, and addressing the shortage of psychiatrists.

Essential Functions

The TCMHCC team is seeking a graduate or undergraduate student to work with the Project and Program Managers on American Rescue Plan Act (ARPA)-funded project activities. This student would be responsible for:

- Collecting & uploading project documentation to project SharePoint sites;
- Pulling information from status reports into tables for data analysis and aggregate reporting;
- Assisting with the review and restructuring of data to facilitate its upload into various systems and as part of project activities.
- Assisting with other administrative tasks associated with projects, as required.

Required Qualifications

- Graduate or undergraduate student
- Previous experience working in Microsoft Word and Excel

Preferred Qualifications

- Exposure to project management training or education
- Previous experience in data analysis or visualization
- Previous experience working in Microsoft Teams or SharePoint
Working Conditions
Work is performed in an office or home office environment. Uses personal computer and other standard office equipment.

How to Apply
Send one email to linman@utsystem.edu as specified below.
  - Subject Line: TCMHCC Project Coordinator Intern - First Name Last Name
  - Attach the following documents as Word or PDF files:
    - REQUIRED - Resume
    - REQUIRED - Cover Letter
    - REQUIRED - 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.