### Academic Affairs Intern – ElevateTXEd

<table>
<thead>
<tr>
<th>Department:</th>
<th>Office of Academic Affairs</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>The University of Texas System Administration</td>
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<tr>
<td>Location:</td>
<td>Remote or 210 W. 7th St., Austin, TX (subject to change based on COVID situation)</td>
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<tr>
<td>No. of Openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per Week:</td>
<td>40</td>
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<tr>
<td>Work Schedule:</td>
<td>Monday – Friday 8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Compensation:</td>
<td>Minimum $15/hr for undergraduate students</td>
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<tr>
<td>Start Date:</td>
<td>June 1, 2021</td>
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<tr>
<td>End Date:</td>
<td>August 6, 2021</td>
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<tr>
<td>Housing:</td>
<td>Interns are responsible for their own housing</td>
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<td></td>
<td>Housing at UT Austin available for UTSI Interns; rates to be provided</td>
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<tr>
<td>Required for Application:</td>
<td>Resume, Cover Letter, &amp; 2 References</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Benefits Eligible:</td>
<td>No</td>
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### About UT System
Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and six health institutions. The [University of Texas System Administration](https://www.utexas.edu) is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

### About the Office of Academic Affairs
The Office of Academic Affairs (OAA) is one of seven executive offices within the UT System. OAA works regularly with the presidents of the eight academic institutions, ensuring that the missions of the institutions are advanced, and that appropriate plans and programs are developed and implemented.

OAA has a wide range of responsibilities, including leadership and service roles that include stewardship of academic program policy and quality assurance, support to the research missions of UT institutions, facilitation of student affairs functions, capacity-building to advance student success, data analysis and direction, oversight of administrative and policy issues related to the general academic institutions and monitoring issues related to higher education policies and practices.

OAA staff convene multiple constituent groups and work to collaboratively engage stakeholders within and beyond the UT System to fulfill the System’s mission and improve educational opportunities on behalf of the State of Texas.

### About the Internship
The University of Texas System Internship (UTSI) is a paid 10-week program that dovetails project-based work experience with a robust professional development program, mentoring and opportunities for self-reflection.

### More Information

#### Program Goals
- Contribute to UT student career development & success through real work experience
- Develop collaboration skills for a diverse, multi-generational workforce
- Offer hands-on experience in the student’s field/function of study
- Provide a safe learning environment for professional development
Learning Objectives
Students will have the opportunity to develop their skills in (1) public speaking, (2) business writing, (3) interpersonal communication & emotional intelligence, (4) project management and (5) networking and (6) gain experience with the systemwide initiative ElevateTXEd. They will also (7) enhance their understanding of the field of higher education.

Position Description
The ElevateTXEd student intern will report directly to Dr. Nichole S. Prescott, Assistant Vice Chancellor for Academic Affairs. The ElevateTXEd student intern will be responsible for the following:
- Support the creation of ElevateTXEd Ambassadors workshops.
- Develop trainings to support Ambassador production of research-to-practice materials (short videos, infographics, presentations, social media posts, etc.)
- Work closely with the school turnaround partnerships initiative by supporting the ElevateTXEd Ambassador network.
- Draft social media posts weekly to support the ElevateTXEd social media presence.
- Contribute to blog writing, resource curation, and usable knowledge initiatives hosted on the ElevateTXEd website: https://elevatetxed.utsystem.edu/.
- Conduct research and gather data as it pertains to the ElevateTXEd initiative and use of the Ambassador network.
- Support the planning and facilitation of monthly ElevateTXEd Ambassador workshops.

Qualifications
- Currently enrolled in as an Undergraduate or Graduate Student at a UT System academic institution.
- Self-motivated and passionate about K-12 and higher education.
- General understanding of K-12 and higher education environments.
- Excellent verbal and written communication skills.
- Experience using Microsoft 365, including Outlook, Word, Teams, etc.
- Effective time management skills (deadline/results driven)

Knowledge, Skills & Abilities
- Proficient with Adobe Creative Suite, specifically Adobe Premiere for video editing.
- Able to draft visually appealing infographics and presentations using Canva.
- Ability to multitask and work cooperatively with others.
- Knowledgeable of social media platforms and trends, as well as writing for an audience on social media.
- Comfortable engaging in public speaking and training sessions.
- Energetic, creative, and able to thrive in a collaborative environment.

Working Conditions
- Work is performed in an office environment. Uses personal computer and other standard office equipment. If remote, intern must provide personal computer and WiFi.

How to Apply
Apply online at: https://utsystemck.az1.qualtrics.com/jfe/form/SV_ey3y8ldObeoUPTn

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 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 Human Resources.

Please direct questions to the Office of Human Resources.