Academic Affairs Intern – Policy

Department: Office of Academic Affairs
Institution: The University of Texas System Administration
Location: Remote or 210 W. 7th St., Austin, TX - TBD (Subject to change based on COVID situation)
No. of Openings: 1
Hours per Week: 19-40 (TBD)
Work Schedule: TBD
Compensation: $20/hour
Start Date: June 1, 2021
End Date: August 6, 2021
Housing: Interns are responsible for their own housing
Housing at UT Austin available for UTSI Interns; rates to be provided
Required for Application: Resume and Cover Letter
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 six health institutions. The University of Texas System Administration is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About the Department
The UT System Office of Academic Affairs works 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. Academic Affairs 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.

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, (5) networking, (6) policy review and (7) business operations. They will also (8) enhance their understanding of the field of higher education.

Position Description
The Academic Affairs - Policy Intern will assist department staff in the following:
• Research and analyze data and various policy initiative information.
• Summarize recently passed legislation that will impact the academic institutions.
• Gather and compile data for agenda items for upcoming Board of Regents meetings.

Qualifications
Interested students should meet the following criteria:
• Currently enrolled in a graduate program at one of the 14 University of Texas institutions.
• Strong organizational skills and responsible work ethic.
• Ability to learn quickly by experience and instruction.
• Familiar with Microsoft products (Excel, PowerPoint, etc.).
• Comfortable researching and analyzing data.

Knowledge, Skills & Abilities
• Ability to offer attention to detail and accuracy in work product.
• Ability to make recommendations to improve business practices.
• Ability to execute and complete assigned projects.
• Creative problem-solving skills
• Ability to stay on task with minimal supervision and seek input from supervisor as needed
• Advanced knowledge of Office 365 and cloud storage

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_ey3y8IdObeoUPTn

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.