Tech Information Services Intern

Department: Office of the Chief Information Officer
Institution: The University of Texas System Administration
Location: Remote
No. of Openings: 3
Hours per Week: 32-40
Work Schedule: Flexible
Compensation: Minimum $15/hr for undergraduate students | Minimum $20/hr for graduate students
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 Office of the Chief Information Officer
The Chief Information Officer (OCIO) provides IT and collaboration solutions to the UT System Administration and institutions.

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 and (6) IT skills as well as (7) enhance their understanding of the field of higher education.

Position Description
Interns will investigate largely new and under-utilized Microsoft-based tools to enhance productivity of the UT System workforce.
An internship is available in each of the following functional areas:
- IT Client Services
- IT Development
- IT Infrastructure
Qualifications
Interested students should meet the following criteria:
Currently a rising junior, junior, rising senior or senior enrolled in an undergraduate program at one of the 14 University of Texas institutions OR graduate student who has completed at least one semester of coursework

Knowledge, Skills & Abilities
- Fearless caution
- Familiarity with computers
- Interest in helping people work

Working Conditions
Work is performed in an office environment. Uses personal computer and other standard office equipment. 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.