Communications Intern, Office of Information Security

Department: Office of Information Security
Compensation: $15/hour
Housing: Interns are responsible for their own housing
Application Deadline: March 25, 2020
Apply Online: UT System Internship Application
Required for Application: Resume, Letter of Interest, 2 References & 2 sample communication pieces (strategy document, graphic design, presentation, newsletter, blog post, etc.)

Location: 210 W. 7th St., Austin, TX
Hours per Week: Up to 40; Flexible
Orientation Date: May 26, 2020
Start Date: May 27, 2020
End Date: August 7, 2020
No. of Openings: 1

About UT System:
Established by the Texas Constitution in 1876, The University of Texas System consists of fourteen institutions. The University of Texas System Administration (based in Austin, Texas) is one of the nation’s largest systems of higher education.

About the Department:
The Office of Information Security (ISO) provides guidance and support to The University of Texas System’s eight academic and six health institutions in their efforts to establish and maintain information security programs that protect and secure the information assets under their stewardship against unauthorized use, disclosure, modification, damage or loss.

About the Internship:
The University of Texas System internship is designed for rising Sophomores, Juniors and Seniors enrolled in UT System institutions. It is a paid, 11-week program that provides hands-on work experience in a professional setting for students exploring career options. The summer intern cohort (10-15 interns) will take part in a robust professional development curriculum, mentoring and regular feedback from supervisors to facilitate professional growth.

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) event coordination and (7) marketing as well as enhance their understanding of the fields of higher education and information security.

Position Description:
The purpose of this position is to assist with event planning, developing communications and training campaigns, and writing, designing and organizing content for training material, brochures, websites, posters, and newsletters. This position will regularly provide support to all departmental staff, working very closely with the Senior Training & Communications Coordinator.

Qualifications:
Interested students should meet the following criteria:
- High School diploma or GED
- Currently enrolled in an undergraduate program at one of the 14 University of Texas institutions
- Experience and/or a major in communications, advertising, public relations, English, or writing. Experience with Microsoft Word, Excel, and PowerPoint

The following are preferred qualifications of interested students
- Interest in working in a technical field
- Proactive attitude
- Detail-oriented individual

Knowledge, Skills & Abilities:
- Knowledge of visual marketing concepts and principles
- Skill in balancing multiple priorities
- Strong software and technical skills
- Skill in written English, including spelling, grammar, and punctuation
- Skill in proofreading and editing for correct grammar and spelling
- Ability to think creatively and objectively
- Ability to stay on task with a minimum of supervision
- Ability to work within short deadlines and changing priorities
- Ability to learn quickly

More Information:
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

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

How to Apply:
Apply online at: https://utsystemck.az1.qualtrics.com/jfe/form/SV_4OUvodDysoB7Ftj