Data Visualization Intern, Office of Institutional Research & Analysis

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<tr>
<th>Department</th>
<th>Office of Institutional Research and Analysis</th>
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<tr>
<td>Location</td>
<td>210 W. 7th St., Austin, TX</td>
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<tr>
<td>Compensation</td>
<td>$15/hour</td>
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<td>Hours per Week</td>
<td>40</td>
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<td>Housing</td>
<td>Interns are responsible for their own housing</td>
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<td>Application Deadline</td>
<td>March 25, 2020</td>
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<tr>
<td>Apply Online</td>
<td>UT System Internship Application</td>
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<td>Required for Application</td>
<td>Resume, Letter of Interest, 2 References, 2 sample communication pieces, analytical in nature</td>
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<td>No. of Openings</td>
<td>1</td>
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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 Institutional Research and Analysis (OIRA) expands and transforms traditional institutional research (IR) data into timely and meaningful information to reinforce The University of Texas System’s mission, initiatives, and policy decisions. OIRA monitors the broader higher education environment at the system, state, and national levels, and uses that knowledge along with in-depth research and analysis to make recommendations that inform policy decisions and business strategy. It supports a data culture at UT System that fosters integrity, innovation, transparency, collaboration, communication, and best practices. OIRA supports the 14 institutions of the UT System by providing some data and analyses to the campuses, engaging in joint research projects, and administering a centralized data request process with the goal of reducing the burden of requests on the campuses.

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, research and analytical writing, (3) interpersonal communication & emotional intelligence, (4) project management, and (5) networking as well as enhance their understanding of (6) the field of higher education and (7) design & layout fundamentals.

Position Description:
The Intern will work with The University of Texas System Administration’s Office of OIRA staff and leadership to provide research and reporting support pertaining to wage data. This is a short-term assignment. Duties will include:

• Acquire information and knowledge on higher education terms and data content, on the System, state, and national levels.
• Find interesting highlights related to student outcomes by analyzing the seekUT and other wage datasets.
• Provide design ideas and layout for publications.
• Assisting in the creative process to generate content (e.g., YouTube videos, animations, text, storyboards).
• Translate complex ideas into a form that the general public will understand, through written briefs and data visualizations.
• Work closely with the Special Assistant to the Associate Vice Chancellor of Institutional Research and Analysis to produce infographics and 2-pagers relating to seekUT data.
• Work in partnership with Research and Reporting Intern to formulate a plan for dissemination of information.

Qualifications:
Interested students should meet the following criteria:
• Currently enrolled in an undergraduate 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 reviewing and understanding data.

Knowledge, Skills & Abilities:
The successful candidate will be one who:
• Thinks creatively about the big picture
• Is able to offer attention to detail and accuracy in work produced
• Enjoys analyzing data to develop coherent narratives
• Understands the importance of audience and basic design principles in creating effective communication
• Has demonstrated ability in web design or graphic design or publications production as evidenced by college coursework/semester-end projects or other work products
• Has excellent written and oral communication skills.
• Is able to shift priorities quickly, without losing track of projects.
• Is able to work both independently and collaboratively in a team environment.
• Is able to commit to a work schedule of a maximum of 40 hours per week for the time period specified.

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. May require occasional travel, and evening or weekend hours.

**How to Apply:**
Apply online at: [https://utsystemck.az1.qualtrics.com/jfe/form/SV_4OUvodDysoB7Ftj](https://utsystemck.az1.qualtrics.com/jfe/form/SV_4OUvodDysoB7Ftj)