Human Resources Intern, Office of Talent & Innovation

| Department: | Office of Talent & Innovation | Location: | 210 W. 7th St., Austin, TX |
| Compensation: | $15/hour | Hours per Week: | 19-40, TBD |
| Housing: | Interns are responsible for their own housing | Orientation Date: | May 26, 2020 |
| Application Deadline: | March 25, 2020 | Start Date: | May 27, 2020 |
| Apply Online: | UT System Internship Application | End Date: | August 7, 2020 |
| Required for Application: | Resume, Letter of Interest, 2 References | 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 UT System Office of Talent and Innovation seeks to maximize the value of human capital and innovation by connecting talent, new ideas, and opportunity. We are dedicated partners focused on maximizing the value of human capital in alignment with the values and initiatives of UT System. We are committed to delivering quality customer service and encourage innovation to support and optimize the goals of UT System.

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.

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) human resources functions as well as (7) enhance their understanding of the field of higher education.

Position Description:
The Human Resources Intern will have the opportunity to get exposures to different HR disciplines, develop skills in human resources management, understand best practices and learn how human resources professionals partner with functional leaders throughout the organization to achieve business results. The internship is an excellent opportunity for candidates interested in pursuing a career in Human Resources and gaining experience working with a small HR team composed of Talent Management, Compensation, Benefits & Wellness, HR Service Team and HR Business Partners. The intern will also learn and gain experience working in a public Higher Education system which is regulated by state, federal and Board of Regents rules and institution regulations. The HR Intern:
• Assists HR professionals with daily operations, including talent intake process, hiring, orientation, onboarding, policy review, development and administration, HR systems updates or new system implementations, training and other talent initiatives.
• Reviews, records and/or updates employee information such as personal data, compensation, benefits, attendance, performance management information, and exit information.
• Learns how to process employment applications and assists in other employment activities.
• Compiles and examines data from personnel records to provide information or make recommendations on best practices.
• May gain knowledge about and participate in the interview process.
• Answers basic questions regarding HR inquiries and other pertinent information to applicants and employees.
• Requests information from hiring departments, HR Service Partners, Compensation Manager, Talent Management Specialist, HR Business Partners and other peers to address applicants and/or employment inquiries.
• Navigates and learns HRIS systems as necessary and in relation to managing HR information.
• Works in special projects related to Human Resources i.e. conducting internet research on recruitment related activities, creating flyers, establishing new relationships, collecting data, developing new HR programs and creating reports or presentations.

Qualifications:
Interested students should meet the following criteria:
• High School diploma or GED and currently enrolled in an undergraduate program at one of the 14 University of Texas institutions.
• Some office experience preferred and currently working towards a degree in a related field such as Business Administration, Human Resources, Psychology, Organizational Development and Behavior, or Liberal Arts.
• Experience with Microsoft Word, Excel, and PowerPoint.

Knowledge, Skills & Abilities:
• Ability to exercise initiative.
• Creative problem-solving skills.
• Teamwork, collaboration and leadership skills.
• Entry level knowledge of Human Resources principles, practices and functions of effective human resources management.
• Ability to make recommendations to improve business practices.
• Ability to execute and complete assigned projects and tasks.
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 offer opportunity for occasional travel to intern, but not mandatory.

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