Data Visualization and Communication Intern

Department: Office of Institutional Research and Analysis (OIRA)
Institution: The University of Texas System Administration
Location: Remote
No. of Openings: 1
Hours per Week: Full-Time 40 hours/week
Work Schedule: M-F, 8-5
Compensation: $15/hr
Start Date: June 1, 2021
End Date: August 6, 2021
Housing: Interns are responsible for their own housing
Required for Application: Resume, Cover Letter, and Portfolio which should include at least 2 sample communication pieces you created for an assignment or project. Samples should be analytical in nature, and include some original element of data presentation—table, chart/graph, infographic, etc. Samples may include a short essay or paper, presentation, dashboard, workbook, etc.
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 Office of Institutional Research and Analysis (OIRA)
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 (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) data visualization and information dissemination, and 7) design & layout fundamentals as well as (8) enhance their understanding of the field of higher education.

**Position Description**
The data visualization and communication intern will work with the Office of Institutional Research and Analysis (OIRA) staff and leadership to support the visual display and communication of data for seekUT. SeekUT is an online tool – created by The University of Texas System – to support higher education students with college and career planning. This position will work closely with OIRA staff to communicate – through data visualization, data storytelling, and marketing – the value of this tool to higher education students.

- Find interesting highlights related to student outcomes by analyzing the seekUT.
- Communicate – through data visualization, data storytelling, and marketing – the value of seekUT to higher education students.
- Support improvements to seekUT through focus groups, and User Experience (UX) and User Interface (UI) testing.
- Assisting in the creative process to generate content (e.g., YouTube videos, animations, text, storyboards).
- Translate complex ideas into a form that students and the general public will understand, through written briefs and data visualizations.
- Work closely with OIRA staff to produce infographics and 2-pagers relating to seekUT data.

**Qualifications**
- Currently enrolled as an undergraduate student at one of the 14 UT System institutions
- Demonstrated ability in web design or graphic design or publications production as evidenced by college coursework/semester-end projects or other work products.
- Strong organizational skills and responsible work ethic.
- Familiarity with Microsoft Office Suite (Excel, PowerPoint, etc.).
- Ability to learn quickly by experience and instruction.
- Comfortable reviewing and understanding data.
- Preferred skills in User Experience (UX), User Interface (UI), and marketing.

**Knowledge, Skills & Abilities**
- Maintain attention to detail and accuracy in work produced.
- Work both cooperatively in a team environment and efficiently in an unsupervised environment.
- Commit to a work schedule of a maximum of 40 hours per week for the time period specified.
- Learn quickly by experience and instruction.
- Stay on task with a minimum of supervision and seek input from supervisor as needed.
- Excel in written and oral communication skills.
- Understands the importance of audience and basic design principles in creating effective communication.
- Enjoys interpreting data to develop coherent narratives.

**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_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.