Research and Reporting Undergraduate 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 |
| 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](https://www.utsystem.edu) 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 and (6) data analysis as well as (7) enhance their understanding of the field of higher education.
Position Description
The institutional research and analysis intern will work with the Office of Institutional Research and Analysis (OIRA) staff and leadership to support dynamic projects on a range of higher education issues. This position will work closely with graduate student interns to support integral portions of these projects. Potential projects may include important topics around the student transition to higher education (P16 pipeline), student success, post-secondary outcomes, and linking marketable workforce skills to programs of study.

- Performing detailed data-related activities, such as data entry, data cleaning, data validation, and data coding.
- Comparing data with source documents/sites and investigation of inconsistencies and anomalous data.
- Compiling of data, creation of calculations, and mergers within spreadsheets while striving for the highest quality of data integrity and accuracy—identifying data errors or issues and working with supervisor to edit files in various formats (Excel, PDF, Word, PowerPoint, and possibly SAS, SQL, or Python).
- Acquiring information and knowledge on higher education terms and data content, on the System, state, and national levels.

Qualifications
- Currently enrolled as an undergraduate student at one of the 14 UT System institutions
- Proficiency in data entry and management in Microsoft Excel.
- Preferred programming experience in SAS, SQL, or Python.
- 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.

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.
- 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.