

# Business Analyst Intern



THE UNIVERSITY of TEXAS SYSTEM  
THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

---

|                           |  |
|---------------------------|--|
| Department:               | University Lands   |
| Institution:              | The University of Texas System Administration  |
| Location:                 | In-person at 825 Town & Country Ln, Suite 1100, Houston<br>NOTE: In-person means the intern is expected to live in the city where the office is located. Schedule may be hybrid with some days work from home and some days on-site. |
| No. of Openings:          | 1  |
| Hours per Week:           | 32-40  |
| Work Schedule:            | Negotiable, Monday-Friday, 8AM-5PM   |
| Compensation:             | \$25/hour for undergraduate student/\$30 for graduate student  |
| Orientation:              | June 1 and 2, 2023   |
| Start Date:               | June 5, 2023   |
| End Date:                 | August 11, 2023  |
| Housing:                  | In-person interns are responsible for their own housing  |
| 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 five health institutions. [The University of Texas System Administration](#) is based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions.

## About University Lands

University Lands is the fiduciary steward of 2.1 million acres of land across 19 counties in West Texas, managing both the surface and mineral interests for the benefit of the Permanent University Fund (PUF); one of the largest university endowments in the United States that benefits more than 20 educational and health institutions across The University of Texas System and Texas A&M University System.

## 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) gain practical business experience with varied activities.

## Position Description

The University Lands Business Analyst intern will report directly to William R. Murphy, Jr, Chief Executive Officer for University Lands. The intern will be responsible for the following:

- Learning about the different University Lands operational and technical groups
- Interacting with all departments of the organization to gather information as needed for assigned business project
- Attending meetings and/or events to gain insight and knowledge about the business processes and functions of University Lands
- Completing a business project from start to finish

## Qualifications

- Currently enrolled as an Undergraduate or Graduate Student at one of the [13 UT System institutions](#)
- Majoring in Business Management, Marketing or other relevant field.
- Excellent problem-solving skills
- An understanding of graphic design principles and web design

## Preferred qualifications

- Project management experience

## Knowledge, Skills & Abilities

- Excellent writing, grammar and proofreading skills
- Excellent communications and interpersonal skills
- Ability to embrace and adapt to change, takes initiative, and showcases curiosity
- Ability to think creatively and objectively
- Ability to stay on task with minimal supervision
- Detail-oriented and proactive attitude

## 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\\_3wpBYjU47dbWWOO](https://utsystemck.az1.qualtrics.com/jfe/form/SV_3wpBYjU47dbWWOO)

## Additional Requirements

- **Professional Development Program (PDP):** PDP sessions take place every Tuesday from 1-2:30PM CT. PDP sessions are *MANDATORY*. Students who will be taking classes or have other work/academic obligations at this time during the program dates should not apply.
- **Residency:** ALL interns & law clerks, including those working remotely, **must reside in the state of Texas** for the duration of the program.
- **Intern & Law Clerk Summit:** ALL interns and law clerks must be available to attend an in person Summit in Austin August 1 & 2. (Transportation and accommodations are provided by UT System.)

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 Talent and Innovation](#).

Please direct questions to [UTSI@utsystem.edu](mailto:UTSI@utsystem.edu).