



Department:	Office of Academic Affairs
Institution:	The University of Texas System Administration
Location:	Remote or in-person at 210 W. 7th Street, Austin, TX. 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:	20-30 hours per week
Work Schedule:	Negotiable
Compensation:	\$20/hour
Orientation:	June 1 and 2, 2023
Start Date:	June 5, 2023
End Date:	August 11, 2023
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 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 the Office of Academic Affairs

The Office of Academic Affairs (OAA) is one of seven executive offices within the UT System. OAA works regularly with the presidents of the eight academic institutions, ensuring that the missions of the institutions are advanced, and that appropriate plans and programs are developed and implemented.

OAA has a wide range of responsibilities, including leadership and service roles that include stewardship of academic program policy and quality assurance, support to the research missions of UT institutions, facilitation of student affairs functions, capacity-building to advance student success, data analysis and direction, oversight of administrative and policy issues related to the general academic institutions and monitoring issues related to higher education policies and practices.

OAA staff convene multiple constituent groups and work to collaboratively engage stakeholders within and beyond the UT System to fulfill the System's mission and improve educational opportunities on behalf of the State of Texas.

About ElevateTXed

The UT System Office of Academic Affairs' ElevateTXed initiative is a coordinated effort across its eight academic institutions dedicated to elevating the teaching profession in the State of Texas. The mission of ElevateTXed is to re-imagine educator preparation in ways that anticipate the needs of future learners and the world in which they will live. ElevateTXed seeks to elevate the education profession by (1) elevating the visibility of UT System Colleges and Programs of Education and their efforts to improve K12 teaching and learning, and college readiness across Texas; (2) demystifying the educator preparation curriculum, testing, and other requirements to become a teacher for potential teacher candidates, lawmakers, and the general public; and by (3) intentionally crafting a positive narrative about educators through press releases, video, social media, and ElevateTXed website content.

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 experience with the systemwide initiative ElevateTXEd. They will also (7) enhance their understanding of the field of higher education.

Position Description

The ElevateTXEd student intern will be responsible for the following:

- Support the ElevateTXEd initiative by collaborating with team members.
- Conduct research and gather data regarding K-12 and higher education as it pertains to the ElevateTXEd initiative.
- Create visually appealing graphics, flyers, presentations, and other documents in Canva.
- Assist with monthly virtual research-to-practice workshops for UT System faculty, including content creation, developing presentation materials, facilitating virtual workshops, and troubleshooting/technical support.

Qualifications

- Currently enrolled in as a Graduate Student at a UT System academic institution.
- Self-motivated and passionate about K-12 and higher education.
- General understanding of K-12 and higher education environments.
- Excellent verbal and written communication skills.
- Experience using Microsoft 365, including Outlook, Word, Teams, etc.
- Effective time management skills (deadline/results driven)

Knowledge, Skills & Abilities

- Proficient in Canva.
- Ability to produce visually appealing graphics, flyers, presentations, etc.
- Familiar with conducting research and gathering data.
- Ability to multitask and work cooperatively with others.
- Comfortable engaging in public speaking and training sessions.
- Energetic, creative, and able to thrive in a collaborative environment.

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. If remote, intern must provide personal computer and WiFi.

How to Apply

Apply online at: https://utsystemck.az1.qualtrics.com/jfe/form/SV_3wpBYjU47dbWWOO

Additional Information

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.

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](#).