

# Marketing & Communications 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, 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:	32-40
Work Schedule:	Negotiable, Monday-Friday, 8AM-5PM
Compensation:	\$25/hour
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 Select candidates will also need to provide work samples
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) website communications & design and (7) digital & social media marketing.

### Position Description

The Marketing and Communications Intern will work under the supervision of the Marketing and Communications Manager to provide website, social media and communications support for University Lands. They will also work with the IT Manager and other interns to contribute to the following:

- Web content support, updates and design
- Social media content generation, planning and posting
- Identify potential digital marketing opportunities
- Produce, create, edit and implement digital marketing materials

### Qualifications

- Currently enrolled as an undergraduate at one of the [13 UT System institutions](#)
- Majoring in Marketing, Communications, Public Relations, Journalism or other relevant field.
- Experience creating website and social media content
- An understanding of graphic design principles and web design

### Preferred qualifications

- Experience creating or designing digital communications, including but not limited to social media and web
- Project management experience

### Knowledge, Skills & Abilities

- Excellent writing, grammar and proofreading skills
- Excellent communications and interpersonal skills
- Understanding of how to develop and implement messaging across multiple platforms
- 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\\_3wpBYjU47dbWOO](https://utsystemck.az1.qualtrics.com/jfe/form/SV_3wpBYjU47dbWOO)

### 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).