Legislative Intern, Office of Governmental Relations

<table>
<thead>
<tr>
<th>Department:</th>
<th>Office of Governmental Relations</th>
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<tbody>
<tr>
<td>Location:</td>
<td>210 W. 7th St., Austin, TX</td>
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<tr>
<td>Compensation:</td>
<td>$15/hour</td>
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<tr>
<td>Hours per Week:</td>
<td>19-40 (TBD)</td>
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<tr>
<td>Housing:</td>
<td>Interns are responsible for their own housing</td>
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<tr>
<td>Orientation Date:</td>
<td>May 26, 2020</td>
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<td>Application Deadline:</td>
<td>March 25, 2020</td>
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<tr>
<td>Apply Online:</td>
<td>UT System Internship Application</td>
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<tr>
<td>Start Date:</td>
<td>May 27, 2020</td>
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<tr>
<td>End Date:</td>
<td>August 7, 2020</td>
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<tr>
<td>Required for Application:</td>
<td>Resume, Letter of Interest, 2 References</td>
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<tr>
<td>No. of Openings:</td>
<td>1</td>
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About UT System:
Established by the Texas Constitution in 1876, The University of Texas System consists of fourteen institutions. The University of Texas System Administration (based in Austin, Texas) is one of the nation’s largest systems of higher education.

About the Department:
The mission of the University of Texas System Office of Governmental Relations (OGR) is to support The University of Texas System and the UT System Board of Regents in the pursuit of excellence in education, research, health care, and service. OGR accomplishes this by communicating the priorities, goals and needs of the UT System and UT institutions and enhancing a greater understanding of higher education by the public and the federal, state and local government constituencies that we serve. OGR serves as the primary liaison between the UT System Administration and Board of Regents and the Texas Legislature on the wide range of budget and policy issues and concerns that affect higher education and health care in Texas generally and the UT System institutions. OGR plays the same liaison role with Executive Branch officials and agencies of Texas state government and at times with local governments in Austin and around the state.

About the Internship:
The University of Texas System internship is designed for rising Sophomores, Juniors and Seniors enrolled in UT System institutions. It is a paid, 11-week program that provides hands-on work experience in a professional setting for students exploring career options. The summer intern cohort (10-15 interns) will take part in a robust professional development curriculum, mentoring and regular feedback from supervisors to facilitate professional growth.

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:
All UT System interns 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 as well as enhance their understanding of (6) the field of higher education and (7) governmental relations.

Position Description:
The UT System Office of Governmental Relations Legislative Intern will assist departmental staff as they prepare for the 87th Texas Legislative Session. The intern will gain experience and familiarity with how the department supports its academic and health institutions by assisting in the preparation of Legislative Appropriation Request submissions for UT System institutions. Furthermore, the intern will gain insight into how public policy impacting higher education in Texas is developed by researching legislative interim committee charges and reports and conducting research regarding issues and policy affecting the UT System institutions.

Qualifications:
Interested students should meet the following criteria:
• Currently enrolled in an undergraduate program at one of the 14 University of Texas institutions
• Undergraduate program is related to government, public administration, policy development, or a related field.

Knowledge, Skills & Abilities:
• Possess basic knowledge and understanding of the Texas legislative process
• Able to utilize on-line tools to conduct web-based research on a computer
• Proficient in the creation of documents in WORD and EXCEL
• Able to offer attention to detail and accuracy in reports created
• Able to work both cooperatively in a team environment and efficiently in an unsupervised environment

More Information:
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

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_4OUvodDysoB7Ftj