

**UT System Internship Program**

**Job Description**

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**Research & Reporting Intern, Office of Institutional Research & Analysis**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Office of Institutional Research and Analysis</th>
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<tbody>
<tr>
<td>Compensation:</td>
<td>$15/hour</td>
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<tr>
<td>Location:</td>
<td>210 W. 7th St., Austin, TX</td>
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<tr>
<td>Hours per Week:</td>
<td>40</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><a href="#">UT System Internship Application</a></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 [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. Institutional Research and Analysis (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 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.

**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

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**More Information**
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 Intern will work with The University of Texas System Administration’s Office of OIRA staff and leadership to provide research and reporting support pertaining to wage data. This is a short-term assignment. Duties will include:
• 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, possibly SAS).
• Acquiring information and knowledge on higher education terms and data content, on the System, state, and national levels.
• Drawing meaningful insights from wage data by major by institution.
• Working in partnership with Data Visualization Intern to formulate a plan for dissemination of information.

Qualifications:
Interested students should meet the following criteria:
• Currently enrolled in an undergraduate program at one of the 14 University of Texas institutions.
• Familiarity with data entry and manipulation in Microsoft Excel.
• Strong organizational skills and responsible work ethic.
• Computer skills sufficient to assist with online searches and detailed data manipulation (familiarity with Microsoft Office).

Knowledge, Skills & Abilities:
• Able to offer attention to detail and accuracy in work produced.
• Able to work both cooperatively in a team environment and efficiently in an unsupervised environment.
• Able to commit to a work schedule of a maximum of 40 hours per week for the time period specified.
• Ability to learn quickly by experience and instruction.
• Ability to stay on task with a minimum of supervision and seek input from supervisor as needed.

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. May require occasional travel, and evening or weekend hours.

How to Apply:
Apply online at: https://utsystemck.az1.qualtrics.com/jfe/form/SV_4OUvodDysoB7Ftj