ERP Access Control Intern

Department: Office of Shared Information Services
Institution: The University of Texas System Administration
Location: Remote
No. of Openings: 1
Hours per Week: 40
Work Schedule: Monday – Friday (8:00am – 5:00pm)
Compensation: Minimum $15/hr for undergraduate students | Minimum $20/hr for graduate students
Start Date: June 1, 2021
End Date: August 6, 2021
Housing: Interns are responsible for their own housing
Required for Application: Resume, Cover Letter
Candidates selected for final interview will be required to submit a sample programming project including test cases used.

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 six health institutions. The University of Texas System Administration is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About Systems & Operations: Access Control
The Access Control team within the Systems & Operations group is responsible for providing PeopleSoft ERP application access control/security administration for the following:
- UTShare HCM/FMS/Portal application involving six UT System academic institutions
- UT Rio Grande Valley HCM/FMS/ Portal
- UT Permian Basin Campus Solutions PeopleSoft

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, (6) PeopleSoft ERP application access control/security and (7) testing automation software. They will also (8) enhance their understanding of the field of higher education.

Position Description
The ERP Access Control Intern will assist the Access Control team with the test automation of the supported Shared Information Services PeopleSoft ERP applications (HCM, FMS, CS and Portal). This will be accomplished by developing functional and technical specifications, building test scripts, completing unit testing for each test case and in some instances, providing final signoff after review with the Access Control team lead. In addition, the intern will provide documentation in support of the activities and deliver status updates and knowledge transfer to other members of the Access Control team for future support. The intern will be primarily focused on test automation but at times may also need to support other areas within the Access Control team’s responsibilities regarding PeopleSoft application security and other duties as assigned.

Qualifications
- Currently enrolled as a Graduate Student/Undergraduate Student at one of the 14 UT System institutions
- Major of study in the College of Engineering or College of Business (emphasis in Computer Science/Information Technology)

Preferred Qualifications
- Knowledge of computer programming languages (Python, Java, VB).
- Understanding of web application development technologies (Ajax, CSS, HTML, JavaScript).
- Capable of designing and writing test automation scripts (Progress Test Studio – Telerik).
- Comprehension of Oracle database architecture and structured query language.
- Familiar with creating functional specifications and technical requirements for modifications.
- Experience interacting and securing ERP applications (PeopleSoft).
- Practice in reviewing audit concerns and eliminating possible risks.
- Adept in use of version control/change management (Phire) and ticket management (Cherwell) applications.

Knowledge, Skills & Abilities
- Strong analytical reasoning and problem-solving skills.
- Excellent organizational and time management skills.
- Highly accurate and detail oriented.
- Ability to effectively prioritize and execute in a high-pressure environment.
- Accountable for high level of integrity and strong work ethic.
- Exceptional oral, written, presentation, and communication skills.
- Capacity to work independently and within a diverse team of resources with different functional and technical backgrounds.
- Capability to work well with people in all levels of the organization.
- Robust MS Office skills (Word, Excel, Access, Teams).
- Solid understanding of all phases of the application development life cycle and project management disciplines.
- Skilled at managing multiple assignments and communicating clearly with stakeholders and team members to set priorities and expectations.
- Complete tasks assigned by required delivery date.

Working Conditions
Work will be performed in an office environment or a remote setting. FYI: Added to Working Conditions: Intern must provide personal computer and WiFi. 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_ey3y8IdObeoUPTn

Additional Information
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.