**UT System Internship Program**

**Intern Job Description**

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**UT System IT Intern, Office of Technology & Information Services**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Office of Technology &amp; Information Services (OTIS)</th>
<th>Location:</th>
<th>210 W. 7th St., Austin, TX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation:</td>
<td>$15/hour</td>
<td>Hours per Week:</td>
<td>19-30, TBD</td>
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<tr>
<td>Housing:</td>
<td>Interns are responsible for their own housing</td>
<td>Orientation Date:</td>
<td>May 26, 2020</td>
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<tr>
<td>Application Deadline:</td>
<td>March 25, 2020</td>
<td>Start Date:</td>
<td>May 27, 2020</td>
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<tr>
<td>Apply Online:</td>
<td>UT System Internship Application</td>
<td>End Date:</td>
<td>August 7, 2020</td>
</tr>
<tr>
<td>Required for Application:</td>
<td>Resume, Letter of Interest, 2 References</td>
<td>No. of Openings:</td>
<td>2</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 Technology and Information Services (OTIS) provides IT and collaboration solutions to the UT System Administration and institutions.

**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:**

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) cloud computing as well as enhance their understanding of the field of higher education.
**Position Description:**
Interns will investigate largely new and under-utilized Microsoft-based tools to enhance productivity of the UT System workforce.

**Qualifications:**
Interested students should meet the following criteria:
- Currently a rising junior, junior, rising senior or senior enrolled in an undergraduate program at one of the 14 University of Texas institutions
- Interest in helping people work

**Knowledge, Skills & Abilities:**
- Fearless caution
- Familiarity with computers

**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. Will potentially require occasional travel within Texas to UT institutions.

**How to Apply:**
Apply online at: [https://utsystemck.az1.qualtrics.com/jfe/form/SV_4OUvodDysoB7Ftj](https://utsystemck.az1.qualtrics.com/jfe/form/SV_4OUvodDysoB7Ftj)