

# Project Coordinator - Academic Affairs Intern



## The University of Texas System

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Department:	Office of Academic Affairs
Institution:	The University of Texas System Administration
Location:	In-person at 210 W. 7th Street, Austin, TX or Remote (Negotiable)   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:	20-30 (Negotiable)
Work Schedule:	Monday - Friday, 8AM - 5PM
Compensation:	\$18/hour (undergraduate students); \$22/hour (graduate students)
Orientation:	May 30 & 31, 2024
Start Date:	June 3, 2024
End Date:	August 9, 2024
Housing:	In-person interns and law clerks are responsible for their own housing Housing at UT Austin is available for those on-site in Austin; rates to be provided
Required for Application:	Resume and Cover Letter Select candidates may be asked to provide 3 letters of recommendation
FLSA Status:	Non-Exempt
Benefits Eligible:	No

### **About UT System**

Established by the Texas Constitution in 1876, The University of Texas System consists of nine 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 fourteen institutions.

### **About the Office of Academic Affairs**

The Office of Academic Affairs (OAA) is one of seven executive offices within the UT System. OAA works regularly with the presidents and provosts of the nine academic institutions, ensuring that the missions of the institutions are advanced, and that appropriate plans and programs are developed and implemented.

OAA has a wide range of responsibilities, including leadership and service roles that include stewardship of academic program policy and quality assurance, support to the research missions of UT institutions, facilitation of student affairs functions, capacity-building to advance student success, data analysis and direction, oversight of administrative and policy issues related to the general academic institutions and monitoring issues related to higher education policies and practices.

OAA staff convene multiple constituent groups and work to collaboratively engage stakeholders within and beyond the UT System to fulfill the System's mission and improve educational opportunities on behalf of the State of Texas.

### **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) enhance their understanding of the field of higher education.

### Position Description

The intern will support a variety of projects related to student success, student affairs, and faculty affairs through research, writing, and project management. Assignments will include conducting research on best practices, compiling/interpreting data and various pieces of project information, providing recommendations, communicating project updates/progress to designated key stakeholders, and creating presentation/written materials such as a PowerPoint, whitepaper, memos, scope of works, etc.

### Qualifications

Currently enrolled as an undergraduate or graduate student at one of the 14 University of Texas institutions.

### Knowledge, Skills & Abilities

- Knowledge of general office practices and administrative procedures.
- Strong organizational skills.
- Strong communication skills.
- Ability to manage a variety of tasks.
- Ability to use standard office equipment and software.
- Familiarity with Microsoft 365 and Canva.
- Strong interest in research and project management.

### Working Conditions

Work is performed in a hybrid office environment or remotely. Uses personal computer and other standard office equipment. Intern must provide personal computer and WiFi.

### How to Apply

Apply online at: [https://utsystemck.gov1.qualtrics.com/jfe/form/SV\\_8xiZtbCXnT3KXs](https://utsystemck.gov1.qualtrics.com/jfe/form/SV_8xiZtbCXnT3KXs)

### 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 July 30 & 31. (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 a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at [oti@utsystem.edu](mailto:oti@utsystem.edu).

Please direct questions to [UTSI@utsystem.edu](mailto:UTSI@utsystem.edu).