

Procurement Card Digitization and Automation Intern



The University of Texas System

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| Department: | Office of the Controller |
| Institution: | The University of Texas System Administration |
| Location: | Hybrid (in person on Wednesdays) at 210 W. 7th St, Austin, TX 78701 |
| No. of Openings: | 1 |
| Hours per Week: | 32 |
| Work Schedule: | 8 AM-5 PM CT four days a week/ Hybrid in Office on Wednesdays |
| Compensation: | \$20/hour |
| Orientation: | May 30 & 31, 2024 |
| Start Date: | June 3, 2024 |
| End Date: | August 9, 2024 |
| Housing: | In-person interns 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 |
| 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 The Controller

The Controller's Office at UT System plays a pivotal role in financial management and oversight. Responsible for fiscal integrity, daily financial management, and reporting, we ensure the efficient allocation of resources across the University System Administration.

About Financial Shared Services (FSS)

Financial Shared Services (FSS) is responsible for managing financial and operational support for The University of Texas System Administration, including Payroll Operations, Accounts Payable/Accounts Receivable, Employee/Travel Reimbursements, and Inventory Asset Management. FSS strives for accuracy with established procedures and processes, ensuring compliance with all statutes and offers quality service that embodies excellence, collaboration, integrity, and innovation.

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) online training platform automation and (6) database development/management, as well as (7) enhance their understanding of the field of higher education.

Position Description

The Procard program at UT System offers 32 departments the ability to purchase goods and services with a department credit card with \$ 1.7 million in annual expenditures. The purpose of this position is to dive into a hands-on experience in creation of database development and management for over 50 cardholders (Procard and OneCard), design and update job aids and digitalized paper documents, support automation of Procard training, and document workflows. Join us in our efforts to maintain accuracy and efficiency with established procedures and processes, ensure compliance with all statutes and promote quality service that embodies excellence, collaboration, integrity, and innovation.

Qualifications

Rising Juniors or Rising Seniors

Knowledge, Skills & Abilities

Knowledge of Microsoft Office Suite of Products

Knowledge of Process Modeling/Workflows

Knowledge of Project Management

Comfort with Ambiguity

Knowledge of Database Development and Management Preferred

Working Conditions

Work is performed in an office environment. Interns will use their own personal computers if they meet the requirements necessary to handle the assigned projects. Secure UT System laptops are available if needed.

How to Apply

Apply online at: https://utsystemck.gov1.qualtrics.com/jfe/form/SV_8xiZtbCXxnT3KXs

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.

Please direct questions to UTSI@utsystem.edu.