

Communications Intern



The University of
Texas System

Department:	Office of External Relations, Communications & Advancement Services
Institution:	The University of Texas System Administration
Location:	Either remote or in-person at 210 W. 7th St., Austin, TX. 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:	2
Hours per Week:	20-32 (negotiable)
Work Schedule:	Monday - Friday
Compensation:	\$20/hour
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
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 External Relations, Communications and Advancement Services

The Office of External Relations, Communications and Advancement Services (OER) is responsible for developing and overseeing the UT System's efforts to inform and engage constituents. The media relations and communications team within OER works directly with local, state and national journalists and all UT institutions to respond to incoming media requests and to convey initiatives of the UT System and UT institutions. The team also develops internal and external communications, via digital and print, which includes social media and web content, reports, email marketing and scripts. OER also engages in official communications on behalf of the Chancellor's Office and the Office of the Board of Regents.

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) writing, (3) interpersonal

communication & emotional intelligence, (4) project management, (5) networking, (6) media relations, (7) social media, and (8) team-based collaboration as well as to (8) enhance their understanding of the field of higher education.

Position Description

This position will work closely with the communications and media relations team, under the supervision of the Assistant Director of Digital Communications, to provide communications, media relations and social media support for the UT System and UT System Administration offices. The Communications Intern will contribute to the following:

- Media monitoring and assisting with creation of reports
- Social media monitoring, drafting and metrics reporting
- Web content support
- "UT News Report" newsletter research
- Any other duties as assigned

Qualifications

- Currently enrolled as a rising junior or senior undergraduate student at one of the [UT System institutions](#)
- Majoring in communications, public relations, journalism or similar field

Preferred Qualifications:

Experience creating or designing digital communications campaigns with visuals, including but not limited to social media and web

Knowledge, Skills & Abilities

- Excellent writing, grammar and proofreading skills
- Excellent communications and interpersonal skills
- Ability to think creatively and objectively
- Understanding of how to develop and implement social media messaging across multiple platforms
- Ability to work on tight deadlines
- Ability to stay on task with minimal supervision
- Detail-oriented and proactive attitude

Working Conditions

Work is performed in an 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_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.