

# IT Data Management Intern



The University of  
Texas System

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Department:	Office of Health Affairs
Location:	Remote
No. of Openings:	1
Hours per Week:	30-40
Work Schedule:	Monday - Friday, 8:00-5:00 CT
Compensation:	\$18 - \$22/hour
Orientation:	May 30 & 31, 2024
Start Date:	June 3, 2024
End Date:	August 9, 2024
Required for Application:	Resume and Cover Letter. Please be sure your documents include any previous experience with data lineage, catalog, or cloud technologies.
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 Health Affairs – UT-HIP

The Office of Health Affairs is responsible for the oversight of the UT System's five health-related institutions (HRIs). One initiative of this office is the UT-Health Intelligence Platform. The UT-Health Intelligence Platform (UT-HIP) is a UT System-wide data analytics program that uses data as an asset across the UT Health Enterprise to drive financial and clinical performance.

## 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) Information Technology as well as (7) enhance their understanding of the field of higher education.

### Position Description

Intern will lead and support the UT-HIP team in deploying an enterprise data lineage and catalog application within Microsoft Azure to manage UT System's aggregated health and claims data.

Responsibilities will include implementing and optimizing UT-HIP Master Data Management processes, using Azure

Purview to ensure data quality and integrity through the data estate, and contributing to the strategic development of our healthcare data infrastructure in alignment with industry standards and regulatory requirements.

### Qualifications

- Currently enrolled as an undergraduate (Junior or Senior Level) or graduate student at one of the [14 UT System institutions](#).
- Majoring in health care administration, business administration, computer science, information technology, information systems or related field.

### Knowledge, Skills & Abilities

Knowledge of general office practices and administrative procedures. Strong organization skills. Strong communication skills. Ability to manage a variety of tasks and work with a small, high-performing team. Ability to use standard office equipment and software. Familiarity with Microsoft 365, networking concepts, cloud computing and workflow automation is helpful.

Experience with and a desire to learn further about Data Management, Regulatory Compliance, Data Stewardship, Metadata Management, Data Quality Monitoring, Data Classification/Tagging/Taxonomy, Change Management is needed.

Experience with Microsoft Azure, SQL Server, and/or Data Mapping tools (Collibra, Informatica, Azure Purview) is Preferred.

### Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment.

### How to Apply

Apply online at: [https://utsystemck.gov1.qualtrics.com/jfe/form/SV\\_8xiZtbCXxnT3KXs](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](mailto:oti@utsystem.edu).

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