



HR Wellness Program Intern

Department:	Office of Talent and Innovation
Institution:	The University of Texas System Administration
Location:	Remote or in-person at 210 W. 7th Street, 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:	1
Hours per Week:	19.5
Work Schedule:	Negotiable, Monday to Friday, 8AM - 5PM
Compensation:	\$18/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 & 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 fourteen institutions.

About the Office of Talent and Innovation

The UT System [Office of Talent and Innovation](#) seeks to maximize the value of human capital and innovation by connecting talent, new ideas, and opportunity. We are dedicated partners focused on maximizing the value of human capital in alignment with the values and initiatives of UT System. We are committed to delivering quality customer service and encourage innovation to support and optimize the goals of UT System.

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) benefits and wellness programming, promotion and implementation skills as well as enhance their understanding of the field of higher education.

Purpose of Position

The purpose of the HR Wellness Program Intern is to assist with the operation and implementation of health, wellness, and fitness programs, events, and services provided by The Office of Talent and Innovation Wellness Program.

Essential Functions

- Assist with the design, implementation and promotion of Wellness events and initiatives.
- Prepare, draft, and finalize infographics, presentations, content for educational handouts and wellness communications.
- Research, compile and analyze Wellness-related queries and data; enter data into spreadsheets, databases, and present findings to the key stakeholders.
- Identify opportunities to increase participation, overall employee morale and engagement in Wellness programs and highlight employee recognition.
- Assist with management of the online employee wellness portal.
- Prioritize and manage a workload which requires adherence to tight deadlines.
- Work on assigned projects related to Wellness online content. Design content that ensures conveying visuals and messages related to overall health and wellness while promoting existing programs.
- Assists with planning and execution of the Annual Enrollment Benefits Fair held in July 2024.

Qualifications

- Currently enrolled as an Undergraduate Student at one of the [14 UT System institutions](#)
- Currently working towards a degree in Health and Wellness, Human Resources, Kinesiology, Communications, Liberal Arts or a related field.
- Awareness and knowledge of [wellness components](#) and best practices.
- Experience with Microsoft Word, Excel, and PowerPoint

Knowledge, Skills & Abilities

- Entry-level knowledge of Health and Wellness principles, practices, and functions.
- Excellent critical thinking/problem-solving skills.
- Demonstrates effective research tactics; good organizational skills.
- Ability to maintain high standards of confidentiality
- Demonstrates a strong ability to embrace and adapt to change, takes initiative, and showcases curiosity.
- Ability to make recommendations to improve business practices.
- Ability to execute and complete assigned projects and tasks.
- Strong attention to detail skills.

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 have reliable internet access.

How to Apply

Apply online at: 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.

Please direct questions to UTSI@utsystem.edu.