

# HR Business Partner Intern



The University of  
Texas System

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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:	2
Hours per Week:	30-40
Work Schedule:	Flexible, Monday - 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 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 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) human resources best practices as well as (7) enhance their understanding of the field of higher education.

## Position Description

As an HR Business Partner Intern, you will join our team of HR Business Partners on a journey to make our workplace the best it can be. You will have a hands-on role in assisting with talent management initiatives, optimizing organizational effectiveness, shaping our workforce planning strategies, developing employee engagement initiatives, optimizing training, and fostering an engaging environment within our people and higher education-based culture. This role offers a unique chance to gain practical experience in HR strategies and exposure to how HR Business Partners work with functional leaders throughout the organization to align people-centered objectives with business results.

The intern will also learn and gain experience working in a public Higher Education system regulated by state, federal, and Board of Regents rules and institution regulations. The HR Business Partner Intern will:

- Assist the HR Business Partner team with daily administrative operations, participating in the talent intake process, updating staff meeting agendas, conducting active recruitment for hard-to-fill positions, answering general HR questions, responding to ad-hoc requests and other talent initiatives as needed.
- Work on assigned HR projects, including conducting research, benchmarking HR best practices, collecting data, creating reports/white papers, providing recommendations, and assisting with implementing new HR initiatives.
- Prepare, draft, and finalize infographics, presentations, and job aids for HR and training-related processes.
- Collaborate cross-functionally with the entire HR team to learn more about each functional HR area and develop new and innovative approaches to their HR work.
- Review and analyze HR policies, forms/procedures, training materials, HR websites, and recommended changes to improve overall effectiveness.
- Research, compile and analyze HR-related queries and data; enter data into spreadsheets, databases, and other automated applications. Present findings to the key stakeholders.
- Analyze trends and metrics in partnership with the HR Business Partners to develop solutions, programs, and policies.
- Identify opportunities for managers, executives, and key stakeholders to increase retention rates, overall employee morale, and engagement, and highlight employee recognition.
- Attend the UT Benefits and HR Conference in Austin, TX, from June 12-14, 2024 (round trip airline travel or gas mileage, hotel, and conference registration will be paid by UT System).

## Qualifications

- Currently enrolled as an undergraduate student at one of the [14 UT System institutions](#)
- Familiarity with basic HR and business terminology
- Currently working towards a degree in a related field such as Business Administration, Human Resources, Psychology, Organizational Development, Human Dimensions, Communications, or Liberal Arts.
- Experience with Microsoft Word, Excel, and PowerPoint
- Must be available M-F between 8 AM-12 PM CT for meetings and on-call work and 1-2:30PM CT on Tuesdays for professional development; otherwise flexible with afternoon hours

## Knowledge, Skills & Abilities

- Entry-level knowledge of Human Resources principles, practices, and functions.
- Excellent critical thinking/problem-solving skills.
- Demonstrates effective research tactics; and 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.

- Uses personal computer and other standard office equipment.
- Intern must provide personal computer, have reliable internet access and a webcam for day-to-day work and meetings.

### 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).