

Academic Affairs ElevateTXed Intern



THE UNIVERSITY of TEXAS SYSTEM
THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

Department:	Office of Academic Affairs
Institution:	The University of Texas System Administration
Location:	Remote or 210 W. 7th St., Austin, TX (subject to change based on COVID situation)
No. of Openings:	1
Hours per Week:	19
Work Schedule:	negotiable
Compensation:	Minimum \$20/hr for graduate students
FLSA Status:	Non-Exempt
Benefits Eligible:	No

About UT System

Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and six 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 Academic Affairs

The Office of Academic Affairs (OAA) is one of seven executive offices within the UT System. OAA works regularly with the presidents of the eight academic institutions, ensuring that the missions of the institutions are advanced, and that appropriate plans and programs are developed and implemented.

OAA has a wide range of responsibilities, including leadership and service roles that include stewardship of academic program policy and quality assurance, support to the research missions of UT institutions, facilitation of student affairs functions, capacity-building to advance student success, data analysis and direction, oversight of administrative and policy issues related to the general academic institutions and monitoring issues related to higher education policies and practices.

OAA staff convene multiple constituent groups and work to collaboratively engage stakeholders within and beyond the UT System to fulfill the System's mission and improve educational opportunities on behalf of the State of Texas.

Essential Functions

The ElevateTXed Intern is a part-time position and the student worker directly supports the director on ElevateTXed Ambassador's Network, and indirectly and sometimes directly supports staff in the Office of Academic Affairs at The University of Texas System, including the Assistant Vice Chancellor for Academic Affairs. The graduate assistant performs a range of tasks, including but not limited to:

- Ideation, brainstorming, and strategic planning as it relates to the K-12 landscape and the education pipeline,
- Conducting interviews and drafting written pieces for publication on the ElevateTXed website and elsewhere,
- Reaching out to faculty in the Colleges and Programs of Education and making relevant connections to the ElevateTXed initiative,
- Curation and creation of high-quality deliverables (infographics, videos, PowerPoints, Google Docs, charts/graphs/images) using various platforms and technologies, such as Canva, the Adobe Creative Suite (especially Adobe Premiere), Google Docs, Jamboard, etc.,
- Identification and curation of resources for K-12 teachers (i.e., websites, apps, educational technologies, etc.),
- Developing content for social media including language, images/video, hashtags, identification of handles or stakeholders to tag, and editing videos
- Participating in weekly and monthly meetings (virtually in Zoom and Teams), and other duties as assigned.

Knowledge, Skills & Abilities

- Proficient with Adobe Creative Suite, specifically Adobe Premiere for video editing.
- Able to draft visually appealing infographics and presentations using Canva.
- Ability to multitask and work cooperatively with others.
- Knowledgeable of social media platforms and trends, as well as writing for an audience on social media.
- Comfortable engaging in public speaking and training sessions.
- Energetic, creative, and able to thrive in a collaborative environment.

Required Qualifications

- Graduate student in good standing at a UT institution.
- Demonstrated record of strong skills using video editing software (Adobe Premiere), photo editing software (Adobe PhotoShop) and other content creation tools, such as Canva.
- Demonstrated record of strong written, oral and digital communication skills.
- Demonstrated record of effectively using social media platforms - such as Twitter, Instagram, LinkedIn, etc. – to promote projects and/or initiatives, especially in a business setting.
- Strong organizational skills and the ability to synthesize and clearly communicate complex material to a general audience.
- Be self-directed and have the ability to work independently and as part of a team.

Preferred Qualifications

- Knowledge of WordPress, HTML, or other web design and management experience.
- Digital marketing experience.

Working Conditions

- Work is performed in an office environment. Uses personal computer and other standard office equipment. If remote, intern must provide personal computer and WiFi.

How to Apply

Send one email to Weston Rose (wrose@utsystem.edu) and Nichole Prescott (nprescott@utsystem.edu) as specified below.

- Subject Line: ElevateTXed Intern - First Name Last Name
- Attach the following documents as Word or PDF files:
 - Resume
 - Cover Letter
 - 3 Professional References (contact information)

Additional Information

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 an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the [Office of Human Resources](#).

Please direct questions to the [Office of Human Resources](#).