

Governmental Relations Student Associate



THE UNIVERSITY of TEXAS SYSTEM
THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

Department: Office of Governmental Relations
Institution: The University of Texas System
Location: Austin
No. of Openings: 2
Hours per Week: 19
Work Schedule: Flexible from 8:00 am - 5:00 pm, Monday - Friday
09/01/2021 - 12/31/2021
Compensation: \$11.00 per hour
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](#) is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About Office of Governmental Relations

The University of Texas System - Office of Governmental Relations (OGR) supports The University of Texas System and the Board of Regents in the pursuit of excellence in education, research, and service by enhancing public and governmental support necessary to the operations of the eight academic institutions, six health institutions and system administration.

Position Description

The Student Associate will work with U. T. System Governmental Relations staff to provide online based legislative research and administrative support to all departmental staff during the 87th Texas Legislative Special Session(s). Duties will include:

- Monitoring and reporting on legislative committee hearings and state agency meetings
- Performing online legislative/higher education related policy research
- Assisting with the legislative bill tracking system
- Updating and maintaining various legislative contacts lists/documents
- Digitally scanning and indexing correspondence and paper documents into electronic records system
- Transporting U. T. System staff to and from the U. T. System building in a 10 passenger van and/or suburban
- Performing pickups and deliveries to and from the U. T. System building
- Performing general office clerical duties as needed

Required Qualifications

Currently enrolled in an accredited university field of study related to government, public administration, policy development, or related field

Knowledge, Skills and Abilities:

Ability to utilize the Windows Operating System including Microsoft 365, Teams, Word, Excel, Adobe, and Zoom

Ability to offer attention to detail and accuracy in work produced

Ability to work both cooperatively in a team environment and efficiently in an unsupervised environment

Possess a valid Class "C" Operator's Driver's License. A three-year driving record check will be conducted on the selected applicant

Preferred Qualifications

Demonstrated interest in the field of state government and the legislative process

Working Conditions

Will work around standard office conditions.

Repetitive use of a keyboard at a workstation.

How to Apply

Send one email to portiz@utsystem.edu as specified below.

- Subject Line: OGR Student Associate – Fall 2021 Semester - First Name Last Name
- Attach the following documents as Word or PDF files:
 - Resume
 - Cover Letter
 - 3 Professional References (incl. contact information)
- Indicate your preference for either a morning or afternoon shift and which days and hours of the Mon. - Fri. workweek you are available to work.

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 Talent & Innovation](#).

Please direct questions to the [Office of Talent & Innovation](#).