Student Associate – Governmental Relations

<table>
<thead>
<tr>
<th>Department</th>
<th>Office of Governmental Relations</th>
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<tbody>
<tr>
<td>Institution</td>
<td>The University of Texas System</td>
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<tr>
<td>Location</td>
<td>Austin</td>
</tr>
<tr>
<td>No. of Openings</td>
<td>2</td>
</tr>
<tr>
<td>Hours per Week</td>
<td>19</td>
</tr>
<tr>
<td>Hourly Pay Rate</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Flexible from 8:00 am - 5:00 pm, Monday - Friday</td>
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<tr>
<td>Earliest Start Date</td>
<td>9/11/23</td>
</tr>
<tr>
<td>Expected End Date</td>
<td>12/31/23</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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<tr>
<td>Benefits Eligible</td>
<td>No</td>
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**About The University of Texas System**

Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and five health institutions. The University of Texas System is primarily based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions. Diversity and inclusion are core values for UT System, which serves the needs of a diverse and growing state. To that end, our review of applications will embrace the principles of the veterans and former foster children employment preferences (state laws), all of which are intended to promote diverse interview pools.

**About The Office of Governmental Relations**

The 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, five health institutions, and UT System Administration.

**Essential Functions**

The Student Associate will work with UT System Governmental Relations staff to provide on-line based legislative research and in-person administrative support to all departmental staff during the fall 2023 academic semester. Duties will include:

- Monitoring and reporting on legislative committee hearings and state agency meetings
- Performing on-line legislative/higher education related policy research
- Updating and maintaining various legislative contacts lists, documents, and legislative member bio packets
- Digitally scanning and indexing correspondence and paper documents into electronic records system
- Transporting UT System staff to and from the UT System building in a 10 passenger van or Chevy Suburban
- Performing pickups and deliveries to and from the UT 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 driving record check will be conducted on the selected applicant.
Preferred Qualifications
Demonstrated interest/experience in the field of state government and the legislative process.

Working Conditions
Will work around standard office conditions.
Regular 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 2023 - First Name Last Name
- 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.
- Attach the following documents as Word or PDF files:
  - Employment Application (https://cms.utsystem.edu/sites/default/files/offices/human-resources/JobPostings/Employment_Application.pdf)
  - Resume
  - Cover Letter
  - 3 Professional References (incl. 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 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.