

Talent & Innovation

Graduate Student Associate



THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.
Office of Human Resources
512-499-4587

Department: Office of Talent & Innovation
Institution: The University of Texas System Administration
Location: Austin, possibility of remote work
No. of Openings: 1
Hours per Week: Up to 15 through May increasing to 32-40 through mid-August
Work Schedule: Flexible M-F from 8AM-6PM
Compensation: Up to \$20/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 Administration](#) is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About the Office of Talent & 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.

Position Description:

The Office of Talent & Innovation (OTI) is seeking a Graduate Student Associate to assist our Program Managers with expanding the [UT System Internship](#). Through the winter and spring, the Student Associate will assist OTI in marketing 20-30 summer intern positions and administering the application process. If the Student Associate continues into the summer, the role will shift to supporting the execution of the internship program.

Essential Functions

Winter/Spring:

- Monitor internship applications and develop process for application tracking
- Review applicant data and assess candidate eligibility
- Prepare spreadsheets and dashboards for each position
- Disseminate applications to appropriate departments for review and troubleshoot as needed
- Produce documentation, metrics and reports
- Some additional HR duties related to the UT System Internship as time permits

Summer:

- Support the execution of and participate in the 2021 UT System Internship (June-August)
- Manage logistics for professional development programming for ~30 interns
- Provide technical support for virtual workshops and presentations
- Draft primary communication for internship stakeholders
- Some additional HR duties as time permits

Minimum Qualifications

- Bachelors Degree
- Graduate student currently enrolled at a UT System institution

Preferred Qualifications

- Interest in working through summer 2021
- Proficient in Outlook, Excel and PowerPoint
- High comfort level with technical administration of Zoom and Microsoft Teams meeting functions

Demonstrated interest in the field of higher education and student programs
Familiarity with internship development, career services or professional development student programming

Knowledge, Skills, Abilities

Excellent attention to detail
Ability to stay on task with minimal supervision and seek input from supervisor as needed
Strong interpersonal and communication skills
Ability to prioritize and execute tasks when urgency is needed
Proven organizational skills and responsible work ethic
Strong problem-solving skills and maturity in judgement
Flexible with a high tolerance for ambiguity
Ability to maintain strict confidentiality

Working Conditions

Repetitive use of a keyboard at a work station
Use of standard office equipment

How to Apply

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

- Subject Line: Talent & Innovation Graduate Student Associate - First Name Last Name
- Attach the following documents as Word or PDF files:
 - Resume
 - Cover Letter

Additional Information

Personal laptop and WiFi access required for remote work.

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](#).