

Business Intelligence Intern



**The University of
Texas System**

Department:	Office of Budget and Planning
Institution:	The University of Texas System Administration
Location:	Hybrid at 210 W. 7 th St, Austin, Tx 78701
No. of Openings:	1
Hours per Week:	32
Work Schedule:	8:00 am to 5:00 pm CT
Compensation:	\$20/hour
Start Date & Orientation:	June 1, 2026
End Date:	August 11, 2026
Housing:	Interns are responsible for their own housing
Required for Application:	Resume and Cover Letter
FLSA Status:	Non-Exempt
Benefits Eligible:	No

About UT System

For more than 140 years, The University of Texas System has improved the lives of Texans — and people all over the world — through education, health care, and research. The System consists of nine academic institutions, four health institutions, and The University of Texas System Administration. The institutions of the UT System employ more than 160,000 faculty, health care professionals, researchers, support staff, and student workers.

The UT System Administration is primarily based in Austin, Texas. It supports the missions of the System's 13 institutions by providing financial, legal, planning, purchasing, government relations, communications, development, and other central services. Serving a growing state, the UT System Administration strives to provide a welcoming, supportive work environment that embraces different perspectives - not only because it enables the organization to be stronger, creative, and thoughtful, but because it is the right thing to do. To that end, the UT System Administration embraces state laws on [military](#) and [former foster children](#) employment preferences.

About Office of Budget and Planning

The Office of Budget and Planning is dedicated to supporting the long-term financial health and sustainability of the University of Texas institutions. The office, led by Associate Vice Chancellor Derek Horton, is responsible for the processes, policies and issues related to the annual operating budget. The team serves as a planning resource and provides analysis, reporting and financial modeling expertise for institution leaders. The team also advises on fiscal policies and procedures and performs financial and budgetary analysis to support the institutions' current and long-range planning needs.

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 our evolving workforce
- Offer hands-on experience in the student's field/function of study
- Provide a safe 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) developing business reports and analysis skills well as (7) enhance their understanding of the field of higher education.

Position Description

The Business Intelligence Intern will support data-driven decision-making by assisting with the design and development of data collection processes, analyzing trends, and providing actionable insights. The intern will be involved in developing business reports and materials for sharing information that supports systemwide budget for short- and long-term planning and other relevant metrics as identified. The intern will have the opportunity to engage with staff in learning about our organization and business processes, gather information and complete project(s) based on skillset. This role will also attend meetings and events to gain insight and knowledge about business processes.

Responsibilities:

- **Learn and contribute** to the design of data collection processes that support systemwide reporting.
- **Assist in creating business reports and materials** that inform short- and long-term budget planning and other key metrics.
- **Analyze data trends** and share ideas or recommendations to support decision-making.
- **Work on projects aligned with your skills**, gaining hands-on experience in data and business intelligence.
- **Collaborate with staff** to understand organizational structure and business processes.
- **Attend meetings and events** to gain insight into operations and strategic planning.
- **Explore tools and techniques** for building dashboards or visualizations to communicate findings effectively.

Qualifications

- Currently enrolled in an undergraduate program in Business, Data Analytics, Accounting, Finance or related field at one of the University of Texas institutions.

Knowledge, Skills & Abilities

- Proficient in Microsoft Office Suite; familiarity with Power BI, Tableau, or similar tools is a plus.
- Strong problem-solving skills and analytical skills
- Excellent communications and interpersonal skills
- Ability to embrace and adapt to change, takes initiative, and showcases curiosity
- Ability to think creatively and objectively
- Ability to stay on task with minimal supervision

Working Conditions

Will require use of personal computer and other standard office equipment. For remote work, student must provide WiFi.

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 Orientation in Austin June 1-3 and an in-person Summit in Austin July 27-29. (Transportation and hotel accommodations are provided by UT System.)

This position is not eligible for employee benefits including, but not limited to, insurance, leave, holidays, and longevity pay. For information about eligibility, visit [Active Employees Eligibility](#).

A background check will be conducted on candidates under final consideration. The background check may include any

or all of the following: criminal history check, prior employment verification, education verification, professional references check, and motor vehicle records check. Background checks are conducted by third-party vendors. Upon request from the third-party vendor, candidates under final consideration must provide the required information for the background checks to be completed.

The University of Texas System Administration is 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 any 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.

Please direct questions to UTSI@utsystem.edu.