

# Academic Affairs Intern



**The University of  
Texas System**

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Department:	Office of Academic Affairs
Institution:	The University of Texas System Administration
Location:	Hybrid at the Office of Academic Affairs   210 West 7th Street, Austin, TX 78701
No. of Openings:	1
Hours per Week:	20-30
Work Schedule:	Monday - Friday, 8:00-5:00
Compensation:	\$18/hr for undergraduate and \$20/hr for graduate students
Orientation:	June 1-3, 2026 in-person, in Austin TX
Start Date:	June 1, 2026
End Date:	August 11, 2026
Housing:	In-person interns and law clerks 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 143 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 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 and provosts of the nine 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.

## 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) research skills as well as (7) enhance their understanding of the field of higher education.

### Position Description

The intern will support a variety of projects related to student success, student affairs, and faculty affairs through research, writing, and project management.

### Qualifications

Currently enrolled as an undergraduate or graduate student at one of the 13 University of Texas institutions.

### Knowledge, Skills & Abilities

Knowledge of general office practices and administrative procedures. Strong organization skills. Strong communication skills, both written and oral. Ability to research effectively. Ability to manage a variety of tasks. Ability to use standard office equipment and software. Familiarity with Microsoft 365, including Outlook, Teams, Word, Excel. Strong interest in research and project management.

### Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. Intern must provide WiFi if/when working from home.

### 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 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 <https://www.utsystem.edu/offices/employee-benefits/insurance-0/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](mailto:oti@utsystem.edu).

Please direct questions to [UTSI@utsystem.edu](mailto:UTSI@utsystem.edu).