

Intern - Office of the Board of Regents



**The University of
Texas System**

Department:	Office of the Board of Regents
Institution:	The University of Texas System Administration
Location:	100% in-person at 210 West 7th Street, Austin, TX 78701
No. of Openings:	1
Hours per Week:	20
Work Schedule:	Flexible during business hours (Monday – Friday 8:00 am – 5:00 pm)
Compensation:	\$18/hour undergraduate student \$22/hour graduate student
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, five 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 the Board Office

The mission of the Office of the Board of Regents is to provide information and support such that each member of the Board's governance of The University of Texas System is based upon informed judgment, while assisting executives and staff of UT System Administration and its institutions, along with the general public.

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, and (5) networking (6) process improvement as well as (7) enhance their understanding of governance operations and the field of higher education.

Position Description

This position will work with board office staff to create smarter, more efficient operations. You'll analyze current processes, identify opportunities for improvement, and explore innovative technologies—including AI—to streamline workflows. This role also includes research projects, assisting with office communications, and shadowing staff to prepare for the August 2026 board meeting.

Qualifications

Currently enrolled in an undergraduate or graduate program at one of the University of Texas institutions. Interested in program operations and board governance (e.g., policy development, compliance, board meeting preparation).

Knowledge, Skills & Abilities

Proficient in Microsoft Office Suite.

Highly professional, motivated student who enjoys working with others in a collaborative environment.

Ability to look for efficiencies in processes and conduct independent research.

Self-starter who can work independently with minimal oversight.

Working Conditions

Work is performed in an office environment. Use of personal computer and other standard office equipment.

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](#).

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.