

Resource Design Intern



**The University of
Texas System**

Department:	Contracts and Procurement
Institution:	The University of Texas System Administration
Location:	Hybrid at 210 W. 7th St., Austin, TX 78701
No. of Openings:	1
Hours per Week:	32
Work Schedule:	8:00 a.m. to 5:00 p.m. CT, four days per week, with in-office attendance on Wednesdays
Compensation:	\$20/hr.
Start Date & Orientation:	June 1, 2026
End Date:	August 11, 2026
Housing:	Interns are responsible for their own housing
Required for Application:	Resume, 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 Contracts and Procurement

Contracts and Procurement (CnP) supports departments across The University of Texas System Administration by managing the procurement of goods and services and facilitating the contracting process. Our responsibilities include overseeing formal and informal solicitations, training Department Contract Administrators (DCAs) on procurement guidelines, rules, and regulations, and providing expert assistance in reviewing and drafting contract documents. CnP is committed to accuracy and adherence to established procedures, ensuring transparency and compliance with all applicable statutes. We strive to deliver exceptional service grounded in excellence, collaboration, integrity, and innovation.

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 methods, stakeholder engagement strategies, and survey design and analysis skills as well as (7) enhance their understanding of the field of higher education.

Position Description

The candidate will be responsible for developing and creating a comprehensive resource toolbox within the SharePoint platform for Department Contract Administrators (DCAs). The toolbox will serve as a centralized hub for essential resources, covering the following areas: checklists; compliance, examples and templates; forms; governance; meetings and communications; stakeholder information; standard operating procedures (SOPs); and training and development.

Key Responsibilities

- Design and implement a resource toolbox in SharePoint tailored to DCA needs.
- Engage regularly with stakeholders to gather requirements and ensure alignment.
- Maintain frequent communication with the supervisor regarding project progress.
- Take initiative and demonstrate ownership of assigned tasks.

Qualifications

Senior or Graduate Student at one of the University of Texas institutions.

Knowledge, Skills & Abilities

Proficient in Microsoft Office Suite

Ability to quickly adapt and learn new software applications

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. Requires occasional travel, and evening or weekend hours. If remote, students must provide personal computer and 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.