

# Digital Content & Communications Intern



**The University of  
Texas System**

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Department:	Office of Employee Benefits
Institution:	The University of Texas System Administration
Location:	Remote or Hybrid at 210 W 7th Street Austin, TX 78701
No. of Openings:	2
Hours per Week:	Up to 19 hours/week (April 1 – May 29); 30-35 hours/week (June 1 – August 11)
Work Schedule:	Flexible during business hours (Monday – Friday 8AM – 5PM)
Compensation:	\$18/hr for undergraduate students   \$22/hr for graduate students
Start Date:	April 1, 2026
UTSI Program	June 1 – 3, 2026
Orientation:	
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 The Office of Employee Benefits

The Office of Employee Benefits (OEB) will lead in designing, implementing, and administering high-quality, cost-effective benefits programs for employees and retirees to support the mission of The University of Texas System.

OEB administers the UT Benefits program for approximately 300,000 employees, retirees, and their family members across all University of Texas System institutions and UT System Administration offices. Benefits include insurance, wellness, and retirement offerings.

## 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.

**NOTE:** The Office of Employee Benefits positions begin April 1, earlier than the 10-week internship program. During the spring semester, interns work reduced hours focused exclusively on OEB projects. When the 10-week program starts June 1, interns transition to an expanded schedule and participate fully in the professional development program.

### **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) social media strategy, digital content creation, and communications, as well as (7) enhance their understanding of the field of higher education.

### **Position Description**

The Digital Content & Communications Interns will help design and deliver engaging content that connects UT Benefits plan members with valuable resources. Working closely with subject matter experts in the department, interns will learn about our programs, audience demographics, and branding standards while creating impactful digital materials. Interns will collaborate on team projects and have opportunities to lead individual projects from start to finish using the Adobe Creative Suite.

Potential projects include: (1) researching best social media practices for diverse audiences and researching how similar plans communicate with members, (2) developing a consistent social media posting schedule, (3) developing and implementing social media campaigns, (4) creating social media graphics, reels, and short-form videos highlighting various aspects of the UT Benefits program, (5) creating Spanish-language versions of written and video materials, (6) designing photo-ready props and activities for OEB's Benefits & Human Resources Conference attendees, and (7) other related tasks.

The Digital Content & Communications Interns will ideally attend the Benefits & Human Resources Conference, taking place June 10 – 12 in Austin.

### **Required Qualifications**

- Currently enrolled as an undergraduate or graduate student at one of the 13 University of Texas institutions
- Major or minor in communications (including health communications), digital media, graphic design, marketing, public health, public relations, or a related field
- If employed in an on-campus job (must be in a non-exempt role), ability to keep total hours between both positions under 19.5 hours per week during the spring semester and under 40 hours during the summer

### **Preferred Qualifications**

Preferred candidates will have one or more of the following:

- Experience creating visual or written content for emails, websites, or social media
- Experience communicating health information to different populations
- Experience translating intricate information into engaging and accessible formats
- Experience developing communication strategies tailored to audience demographics
- Experience analyzing communications trends and identifying opportunities for improved outreach

### **Knowledge, Skills & Abilities**

- Strong interest in digital communications and design
- Strong writing, proofreading, and interpersonal communication skills
- Ability to collaborate effectively and work independently
- Detail-oriented with creative thinking and problem-solving skills

- Strong organizational and time management skills
- Familiarity with Adobe Creative Suite, Canva, or similar software
- Ability to use standard office equipment and software, including Microsoft 365

### Working Conditions

Work is performed in an office environment. Uses computer and other standard office equipment. If remote, student must provide personal computer and WiFi.

### Additional Requirements

- **Professional Development Program (PDP):** PDP sessions take place every Tuesday from 1-2:30PM CT from June 1 – August 11. 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](mailto:oti@utsystem.edu).

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