

Information Technology Intern



The University of Texas System

Department:	The University of Texas Education and Research Center at Laredo
Institution:	The University of Texas System Administration
Location:	In Person at 1937 E Bustamante St. Laredo, TX 78041
No. of Openings:	1
Hours per Week:	20 – 32 (negotiable)
Work Schedule:	Monday - Friday
Compensation:	\$18/hr for undergraduate students
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 The University of Texas Education and Research Center at Laredo is a multi-institution teaching center that supports University of Texas institutions in the delivery of academic, research, clinical and community engagement activities in Laredo and the surrounding South Texas region.

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) information technology skills,

(7) social media, (8) team-based collaboration, as well as (9) enhance their understanding of the field of higher education.

Position Description

This position will work closely with the Laredo Multi-Institution team, under the supervision of the Info Services Specialist, to provide first-level IT services and support to end-users. The intern will receive hands-on experience in technical troubleshooting, hardware management, and administrative support within a professional environment. The Information Technology intern will contribute with the following:

- Technical troubleshooting
- Introductory help desk tasks
- Hardware/software inventory
- Web content support
- Social media monitoring, drafting, and metrics reporting
- Any other duties as assigned

Qualifications

Currently enrolled as a rising junior or senior undergraduate student at one of the UT System institutions

- Majoring in Information Technology, Computer Science, or related field.

Knowledge, Skills & Abilities

- Ability to learn and apply general office practices and administrative procedures.
- Effective communication skills for answering customer inquiries and providing end-user support.
- Basic knowledge of Windows operating systems and Microsoft Office applications.
- Ability to troubleshoot and support Windows computer systems
- Ability to troubleshoot basic technical issues and learn software quickly
- Ability to stay on task with minimal supervision

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, student 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.