

# Research and Reporting Intern



**The University of  
Texas System**

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Department:	Office of Institutional Research and Analysis
Institution:	The University of Texas System Administration
Location:	Remote or Hybrid at UT System Administration Building
No. of Openings:	1
Hours per Week:	40 hr/ week
Work Schedule:	Monday - Friday 8am-5pm
Compensation:	\$20/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 Office of Institutional Research and Analysis (OIRA)

The Office of Institutional Research and Analysis (OIRA) expands and transforms traditional institutional research (IR) data into timely and meaningful information to reinforce The University of Texas System's mission, initiatives, and policy decisions. OIRA monitors the broader higher education environment at the system, state, and national levels, and uses that knowledge along with in-depth research and analysis to make recommendations that inform policy decisions and business strategy. It supports a data culture at UT System that fosters integrity, innovation, transparency, collaboration, communication, and best practices. OIRA supports the 13 institutions of the UT System by providing some data and analyses to the campuses, engaging in joint research projects, and administering a centralized data request process with the goal of reducing the burden of requests on the campuses.

## 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, (6) data analysis, (7) data visualization and information dissemination, as well as (8) enhance their understanding of the field of higher education.

### **Position Description**

The institutional research and analysis intern will work with the Office of Institutional Research and Analysis (OIRA) staff and leadership to support dynamic projects on a range of higher education issues. Potential projects may include important topics around the student transition to higher education (P16 pipeline), student success, post-secondary outcomes, and linking marketable workforce skills to programs of study.

- Performing detailed data-related activities, such as data entry, data cleaning, data validation, and data coding.
- Comparing data with source documents/sites and investigation of inconsistencies and anomalous data.
- Compiling of data, creation of calculations, and mergers within spreadsheets while striving for the highest quality of data integrity and accuracy—identifying data errors or issues and working with supervisor to edit files in various formats (Excel, PDF, Word, PowerPoint, and possibly SAS, SQL, or Python).
- Acquiring information and knowledge on higher education terms and data content, on the System, state, and national levels.
- Use data analysis to find interesting highlights/messages in datasets.
- Communicate – through data visualization and data storytelling– the messages.
- Translate complex ideas into a form that various audiences will understand, through written briefs and data visualizations.

### **Qualifications**

Interested students should meet the following criteria:

- Currently enrolled as an undergraduate student at one of the [13 UT System institutions](#)
- Proficiency in data entry and management in Microsoft Excel.
- Preferred programming experience in SAS, SQL, or Python.
- Strong organizational skills and responsible work ethic.
- Familiarity with Microsoft Office Suite (Excel, PowerPoint, etc.).
- Ability to learn quickly by experience and instruction.
- Comfortable reviewing and understanding data.

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

- Maintain attention to detail and accuracy in work produced.
- Work both cooperatively in a team environment and efficiently in an unsupervised environment.
- Commit to a work schedule of a maximum of 40 hours per week for the time period specified.
- Learn quickly by experience and instruction.
- Stay on task with a minimum of supervision and seek input from supervisor as needed.
- Excel in written and oral communication skills.
- Enjoy interpreting data to develop coherent narratives.

### **Working Conditions**

Work is performed in an office environment. Uses 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 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).