### Academic Affairs Intern
#### Data Curation & Analysis

**Department:** Office of Academic Affairs  
**Institution:** The University of Texas System Administration  
**Location:** Either remote or in-Person at 210 W. 7th St., Austin, TX  
**No. of Openings:** 1  
**Hours per Week:** 20-30  
**Work Schedule:** TBD  
**Compensation:** $15/hr for undergraduate; $20/hr for graduate  
**Start Date:** May 31, 2022  
**End Date:** August 5, 2022  
**Housing:** Interns are responsible for their own housing  
Housing at UT Austin available for UTSI Interns; rates to be provided  
**Required for Application:** Resume, Cover Letter  
**FLSA Status:** Non-Exempt  
**Benefits Eligible:** No

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**About UT System**  
Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and five health institutions. [The University of Texas System Administration](https://www.utsystem.edu) is based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions.

**About Academic Affairs**  
The UT System Office of Academic Affairs works with the presidents of the eight academic institutions, ensuring that the missions of the institutions are advanced, and that appropriate plans and programs are developed and implemented. Academic Affairs has a wide range of responsibilities, including leadership and service roles that include stewardship of academic program policy and quality assurance, support to the research missions of UT institutions, facilitation of student affairs functions, capacity-building to advance student success, data analysis and direction, oversight of administrative and policy issues related to the general academic institutions and monitoring issues related to higher education policies and practices.

**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](https://www.utsystem.edu/careers/internships), 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 a diverse, multi-generational workforce  
- Offer hands-on experience in the student’s field/function of study  
- Provide a safe learning 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) database development and data analysis as well as (7) enhance their understanding of the field of higher education.

**Position Description**  
The Academic Affairs Intern – Data Curation and Analysis will assist staff from the Office of Academic Affairs and the Office of Institutional Research and Analytics in collecting, curating and analyzing data from the U.T. System Science and
Technology Acquisition and Retention (STARs) program. The STARs program initiated in 2005 to assist U.T. System institutions attract and retain high-caliber faculty by providing funds for competitive start-up or retention packages. Hundreds of faculty have been recruited to U.T. System institutions with the assistance of STARs funds.

The intern will assist staff with the following tasks:
- Collect and curate data on STARs awards made since the inception of the program in 2005.
- Organize the STARs data into a single database that allows a variety of data queries and generation of reports.
- Conduct web searches to collect highlights of notable accomplishments of selects STARs faculty.

Qualifications
Interested students should meet the following criteria:
- Currently enrolled in an undergraduate or graduate program at one of the 13 University of Texas institutions.
- Strong organizational skills and responsible work ethic.
- Ability to learn quickly by experience and instruction.
- Very familiar with Microsoft Excel.
- Comfortable reviewing and understanding data.

Knowledge, Skills & Abilities
- Ability to offer attention to detail and accuracy in work product
- Ability to make recommendations to improve business practices
- Ability to execute and complete assigned projects
- Creative problem-solving skills
- Ability to stay on task with minimal supervision and seek input from supervisor as needed

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

How to Apply
Apply online at: https://utsystemck.az1.qualtrics.com/jfe/form/SV_cuyCt12QmZDvAto

Additional Information
To assess the level of Excel knowledge, an excel assessment will be given to all finalists.

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.

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action
The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Human Resources.

Please direct questions to the Office of Human Resources.