Information Technology Intern - Infrastructure

Department: Office of the Chief Information Officer
Institution: The University of Texas System Administration
Location: Either remote or in-Person at 210 W. 7th St., Austin, TX
No. of Openings: 2
Hours per Week: 30-40
Work Schedule: Monday to Friday, specific hours are flexible
Compensation: Minimum $15/hr for undergraduate students | Minimum $20/hr for graduate students
Start Date: May 31, 2022
End Date: August 5, 2022
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
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 is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About the Office of the Chief Information Officer
The University of Texas System – Office of the Chief Information Officer provides technology support to The University of Texas System Administration and the Board of Regents Office including computer hardware support, conference equipment support and telephone support. The Office also collaborates with all 13 UT institutions to help advance our academic, health and research missions. Our strategic goals include: promoting IT funding, enhancing information security, shared services, providing IT cost avoidance / promoting IT savings and collaboration – interoperability.

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.

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) information technology skills as well as (7) enhance their understanding of the field of higher education.

Position Description
Intern will lead and support projects to enhance productivity of the UT System workforce. Projects will be in the Infrastructure area (on-premise and cloud).

Qualifications
Interested students should meet the following criteria:
Currently a rising junior, junior, rising senior or senior enrolled in an undergraduate program at one of the 13 University of Texas institutions OR graduate student who has completed at least one semester of coursework.

**Knowledge, Skills & Abilities**
Knowledge of general office practices and administrative procedures. Strong organization skills. Strong communication skills. Ability to manage a variety of tasks. Ability to use standard office equipment and software. Familiar with Microsoft 365, networking concepts, cloud computing and workflow automation is helpful.

**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. A computer will be provided for the duration of the program.

**How to Apply**
Apply online at: [https://utsystemck.az1.qualtrics.com/jfe/form/SV_cuyCt12QmZDvAto](https://utsystemck.az1.qualtrics.com/jfe/form/SV_cuyCt12QmZDvAto)

**Additional Information**

*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](mailto:). Please direct questions to the [Office of Human Resources](mailto:).