Communications Intern

Department: Office of Communications and Media Relations
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: 20-32 (negotiable)
Work Schedule: Monday – Friday, hours to be determined with Supervisor
Compensation: $18/hour
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 and Cover Letter
FINALISTS ONLY: Finalists will be required to submit 2 writing samples. Articles, blog posts, or writing assignments for classes are acceptable.
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 thirteen institutions.

About the Office of Communications and Media Relations
The Office of Communications and Media Relations is responsible for developing and overseeing the UT System’s efforts to inform and engage constituents. The media relations and communications team works directly with local, state and national journalists and all UT institutions to respond to incoming media requests and to convey initiatives of the UT System and UT institutions. The team also develops digital and print internal and external communications, including web and social media content, reports, e-communications and scripts, and is engaged in official communications on behalf of the Chancellor’s Office and Office of the Board of Regents.

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 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) writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking and (6) media and public relations and (7) working in a team environment. They will also (8) enhance their understanding of the field of higher education.

Position Description
This position will work closely with the media relations and communications team to provide media relations, social media and communications support for the UT System and UT System Administration offices.

Qualifications
• Currently enrolled as a rising junior or senior undergraduate student for fall 2022 at one of the 13 UT System institutions
• Majoring in public relations, communications, journalism or similar field

Preferred qualifications
• Experience designing or creating digital communications

Knowledge, Skills & Abilities
• Excellent writing, grammar and proofreading skills
• Excellent communication and interpersonal skills
• Ability to think creatively and objectively
• Understanding of how to develop and implement written content and messaging across multiple platforms to a variety of audiences
• Ability to work on tight deadlines
• Ability to stay on task with minimal supervision
• Detail oriented and proactive attitude

Working Conditions
Work is performed in an office environment or remotely (if remote, intern must provide personal computer and WiFi).

How to Apply
Apply online at: 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.

Please direct questions to the Office of Human Resources.