Data Visualization Graduate Intern

| Department: | Office of the Controller, Business Administration |
| Institution: | The University of Texas System Administration |
| Location: | In-person at 210 W. 7th St., Austin, TX, possibility of remote work |
| No. of Openings: | 1 |
| Hours per Week: | 32 |
| Work Schedule: | M-F, hours to be determined with supervisor |
| Compensation: | $22/hour |
| Start Date: | May 31, 2022 |
| End Date: | August 5, 2022 |
| Housing: | Interns are responsible for their own housing |
| Required for Application: | Resume, 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 thirteen institutions.

About The Office of the Controller
The Office of the Controller leads financial and management accounting activities that ensure strong stewardship of resources and the financial well-being of the 13 University of Texas institutions. Responsibilities include validating the integrity of data submitted, recorded, and reported to both internal and external customers. The Office of the Controller is responsible for quality accounting and financial shared services while operating in a culture of responsible stewardship and sound fiscal management of UT System resources.

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) business writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking and (6) financial analysis as well as (7) enhance their understanding of the field of higher education.

Position Description
The University of Texas System Administration, Office of the Controller, is seeking a Data Visualization Graduate Intern with data and business analytics skills. The Intern will collaborate with the Business Administration area to develop a dashboard, by applying data visualization tools and business intelligence capabilities through Power BI and
Excel, to present intuitive visualizations that will allow technical and non-technical users to identify insights and facilitate decision-making. The function may include manipulating data for use in data visualization. In addition, the Intern will gain experience reviewing and interpreting analyses and metrics identified through the dashboard.

**Qualifications**
Interested students should meet the following criteria:
- Bachelor’s Degree
- Currently enrolled in a graduate program at one of the 13 University of Texas institutions
- Business background

**Knowledge, Skills & Abilities**
- Accounting, Finance, and/or Data Analytics knowledge
- Advanced Microsoft Excel skills
- Proficient with Microsoft Outlook, PowerPoint, and Word
- Strong analytical and problem-solving skills
- Ability to learn quickly by experience and instruction
- Ability to work independently
- Excellent written and verbal communication skills

**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.

**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.