### Legislative Intern, Office of Governmental Relations

<table>
<thead>
<tr>
<th>Department:</th>
<th>The Office of Governmental Relations</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>The University of Texas System Administration</td>
</tr>
<tr>
<td>Location:</td>
<td>In-person at 210 West 7th Street, Austin, Texas 78701</td>
</tr>
<tr>
<td>No. of Openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per Week:</td>
<td>30-40 hours per week</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>Standard M-F, 8 am - 5 pm work day</td>
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<tr>
<td>Compensation:</td>
<td>$15/hour</td>
</tr>
<tr>
<td>Start Date:</td>
<td>May 31, 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>August 5, 2022</td>
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<tr>
<td>Housing:</td>
<td>Interns are responsible for their own housing</td>
</tr>
<tr>
<td></td>
<td>Housing at UT Austin available for UTSI Interns; rates to be provided</td>
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<tr>
<td>Required for Application:</td>
<td>Resume and Cover Letter</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Benefits Eligible:</td>
<td>No</td>
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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 is based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions.

### About the Department
The mission of The University of Texas System Office of Governmental Relations (OGR) is to support The University of Texas System and the UT System Board of Regents in the pursuit of excellence in education, research, health care, and service. OGR accomplishes this by communicating the priorities, goals and needs of the UT System and UT institutions and enhancing a greater understanding of higher education by the public and the federal, state and local government constituencies that we serve. OGR serves as the primary liaison between the UT System Administration and Board of Regents and the Texas Legislature on the wide range of budget and policy issues and concerns that affect higher education and health care in Texas generally and the UT System institutions. OGR plays the same liaison role with Executive Branch officials and agencies of Texas state government and at times with local governments in Austin and around the state.

### 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) governmental relations as well as (7) enhance their understanding of the field of higher education.
Position Description
The UT System Office of Governmental Relations Legislative Intern will assist departmental staff as they prepare for the 88th Texas Legislative Session and the legislative appropriations process. The intern will gain experience and familiarity with how the department supports its academic and health institutions by assisting in the preparation of Legislative Appropriation Request submissions for UT System institutions. The intern will also gain insight into how public policy impacting higher education in Texas is developed by researching legislative interim committee charges and conducting research regarding issues and policy affecting the UT System institutions. Finally, the intern will develop general administrative office skills by assisting in daily support staff duties, including performing clerical work and transporting UT System officials to the Capitol Building for meetings and events, as needed.

Qualifications
Interested students should meet the following criteria:

• Currently enrolled in an undergraduate program at one of the 13 University of Texas institutions.
• Undergraduate program is related to government, public administration, policy development, or a related field.
• Possess a valid Texas Class "C" Operator's Driver's License. A three-year driving record check will be conducted on the selected applicant.

Knowledge, Skills & Abilities
Ability to utilize the Windows Operating System including Microsoft 365, Teams, Word, Excel, Adobe, and Zoom.
Ability to offer attention to detail and accuracy in work produced.
Ability to work both cooperatively in a team environment and efficiently in an unsupervised environment.
Demonstrated interest in the field of state government and the legislative process.

Working Conditions
Work is performed in an office environment. Uses personal computer and other standard office equipment.

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.