Communications Intern

Department: Office of Information Security
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: 40
Work Schedule: Flexible, M-F
Compensation: $16/hour
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
Candidates selected to interview will be required to submit 2 references & 2 sample communication pieces (graphic design, presentation, newsletter, blog post, etc.)
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 Information Security
The Office of Information Security (ISO) provides guidance and support to The University of Texas System’s thirteen academic and health institutions in their efforts to establish and maintain information security programs that protect and secure the information assets under their stewardship against unauthorized use, disclosure, modification, damage or loss.

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

Position Description
The purpose of this position is to develop digital communications and write content for a 12-month security...
awareness campaign to include email blasts, digital signage, and newsletters. This position is supervised by the Senior Training & Communications Coordinator.

**Qualifications**

Interested students should meet the following criteria:

- Currently enrolled in an undergraduate program at one of the [13 University of Texas institutions](https://www.utexas.edu/).  
- Experience in and/or a major in communications, advertising, public relations, English, or writing.  
- Experience designing and creating digital communications.

The following are preferred qualifications:

- proactive attitude,  
- detail-oriented,  
- interest in working in a technical field.

**Knowledge, Skills & Abilities**

- Knowledge of visual marketing concepts and principles  
- Strong software and technical skills  
- Skill in written English, including spelling, grammar, and punctuation  
- Skill in balancing multiple priorities  
- Skill in proofreading and editing for correct grammar and spelling  
- Ability to think creatively and objectively  
- Ability to stay on task with a minimum of supervision  
- Ability to work within short deadlines and changing priorities  
- Ability to learn quickly

**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](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](https://www.utexas.edu/humanresources/).  

Please direct questions to the [Office of Human Resources](https://www.utexas.edu/humanresources/).  