# Records & Information Management Graduate Intern

**Department:** Systemwide Compliance  
**Institution:** The University of Texas System Administration  
**Location:** In-person at 210 W. 7th St., Austin, TX  
**No. of Openings:** 1  
**Hours per Week:** 20-25  
**Work Schedule:** Flexible  
**Compensation:** $20/hr  
**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  
**FLSA Status:** Non-Exempt  
**Benefits Eligible:** No

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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 Office of Systemwide Compliance**

The Systemwide Compliance Program supports UT System’s eight academic and five health institutions as they work to promote a culture of ethical behavior and to ensure compliance with all applicable policies, laws, and regulations governing higher education, research, and healthcare.

**Records & Information Management Program**: The mission of the Records & Information Management (RIM) program is to provide a framework for the systematic management of UT System records in accordance with applicable federal and state laws and regulations, and to support UT System staff in carrying out their RIM responsibilities through training, communications, technical assistance, and policy development.

**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.

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**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) records and information management as well as (7) enhance their understanding of the field of higher education.
Position Description
The Office of Systemwide Compliance is seeking a Graduate Intern to assist with improvements to the Records & Information Management Program. The Records & Information Management Graduate Intern will be responsible for one or more projects, depending on unique skill set and interest. Projects may include but are not limited to:

- Completing a physical records inventory and designing a tracking/checkout system for boxes.
- Identifying records eligible for disposition in accordance with the UT System records retention policy and assisting departmental Records Management Coordinators with the disposition process.
- Designing a system for organizing supporting documentation of UT System records retention policies.
- Conducting record survey interviews to gather information about records of UT System departments.
- Researching best practices for system migration and the development of taxonomies.

Qualifications
Interested students should meet the following criteria:
- Currently enrolled as a Graduate Student at one of the 13 UT System institutions
- Familiar with Microsoft products (Excel, Word, etc.)
- Curious about the field of Records and Information Management

Knowledge, Skills & Abilities
- Strong organizational and time management skills
- Strong written communication skills
- Strong interpersonal skills
- Ability to offer attention to detail and accuracy to work products
- Ability to work independently and take initiative on tasks
- Ability to execute and complete assigned projects

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.