Title IX (Sexual Misconduct Prevention) Graduate Intern

Department: Office of Systemwide Compliance
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: 20-25 hours
Work Schedule: Flexible M-F; 8:00 am to 5:00 pm
Compensation: $20/hr
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
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 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.

Systemwide Title IX Program: UT System is dedicated to supporting Title IX programs which includes education, prevention, and response to sexual misconduct on the UT campuses. The mission of the Systemwide Title IX Program is to provide support and resources to the institutions and serve as a central point of contact systemwide for Title IX and sexual misconduct issues.

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) Title IX-related education/training development as well as enhance their understanding of (7) Title IX-related policies and processes, (8) Title IX best practices and (9) the field of higher education.
Position Description
The Office of Systemwide Compliance is seeking a Graduate Intern to assist with Title IX and sexual misconduct education and training. The Title IX Graduate Intern will research and compile relevant articles and content on Title IX-related processes, current trends, and/or emerging best practices in the field to help inform their project(s). The Title IX Graduate Intern will be responsible for one or both of the following projects (flexible/negotiable with the Graduate Intern):

1. **Project 1**: Develop new and/or enhance current systemwide Title IX training curriculum for 2022-2023 on Title IX-related roles, processes, resources, and prevention/response tools.

2. **Project 2**: Create a Title IX best practice guide with relevant Title IX laws and policies, processes, resources, and tools that can assist Title IX Coordinators systemwide with a comprehensive and effective Title IX compliance program.

Qualifications
Interested students should meet the following criteria:
- Currently enrolled as a Graduate Student at one of the 13 UT System institutions
- Strong experience using Microsoft Office, including Outlook, Word, PowerPoint, Excel, etc.
- Strong written communication skills
- Passionate about sexual misconduct prevention

Knowledge, Skills & Abilities
- Strong organizational skills and responsible work ethic
- Ability to work independently and take initiative on tasks
- Ability to offer attention to detail and accuracy to work products
- Ability to develop visually appealing content for training curriculum
- Ability to make recommendations to enhance training curriculum
- Ability to execute and complete assigned projects

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_cuyCt12QmZDvAt0](https://utsystemck.az1.qualtrics.com/jfe/form/SV_cuyCt12QmZDvAt0)

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](mailto:HumanResources). Please direct questions to the [Office of Human Resources](mailto:HumanResources).