Communications Intern

Department: Texas Medical and Dental School Application Service (TMDSAS)
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: 20-32 (negotiable)
Work Schedule: Monday - Friday
Compensation: $15/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 for final interview will be required to submit 2 letters of recommendation from a current/previous employer or instructor.
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 fourteen institutions.

About Texas Medical and Dental Schools Application Services
The Texas Medical and Dental Schools Application Service (TMDSAS) is the central organization through which participating member institutions unite to foster the success of aspiring dentists, physicians, and veterinarians. TMDSAS achieves this through: leadership, personalized support, education, and communication.

TMDSAS simplifies the application process for both the applicants and the participating schools. We provide one standardized application for first-year entering classes at all public medical, dental, and veterinary schools in the state of Texas.

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, (6) media relations and (7) working in a team environment. They will also (8) enhance their understanding of the field of higher education.

Position Description
This position will work with the Texas Medical and Dental Schools Application Service and Texas Health Education Service Communications Team to provide guidance on promoting the organization’s mission through social media and communications practices involving microvideo productions for TikTok, Instagram stories and Reels, Facebook, and similar platforms.

Qualifications
- Currently enrolled as a rising junior or senior undergraduate student for fall 2022 at one of the 13 UT System institutions
- Any major welcome

Preferred Qualifications
- Experience designing or creating digital communications
- Experience working with multimedia production tools such as Adobe Suite

Knowledge, Skills & Abilities
- Understanding social media strategy across multiple platforms
- Excellent communication and interpersonal skills
- Ability to develop creative storytelling
- Ability to work on tight deadlines
- Ability to stay on task with minimal supervision
- Detail oriented and proactive work ethic

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.