Human Resources Intern

Department: Office of Talent and Innovation
Institution: The University of Texas System Administration
Location: Remote or in-person at 210 W. 7th Street, Austin, TX
No. of Openings: 2
Hours per Week: 19-40
Work Schedule: Flexible: M-F 8:00 AM - 5:00 PM
Compensation: $18/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

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 Talent and Innovation (OTI)
The UT System Office of Talent and Innovation seeks to maximize the value of human capital and innovation by connecting talent, new ideas, and opportunity. We are dedicated partners focused on maximizing the value of human capital in alignment with the values and initiatives of UT System. We are committed to delivering quality customer service and encourage innovation to support and optimize the goals of UT System.

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) human resources management as well as enhance their understanding of (7) HR best practices and enhance their understanding of the field of higher education.
Position Description

The Human Resources Intern will get exposure to different HR disciplines, develop skills in human resources management, understand best practices and learn how human resources professionals partner with functional leaders throughout the organization to achieve business results. The internship is an excellent opportunity for candidates interested in pursuing a career in Human Resources and gaining experience working with a small HR team composed of Talent Management, Compensation, Benefits & Wellness, HR Service Team and HR Business Partners. The intern will also learn and gain experience working in a public Higher Education system which is regulated by state, federal and Board of Regents rules and institution regulations. The HR Intern:

- Assists HR professionals with daily operations, including talent intake process, hiring, orientation, onboarding, policy review, development and administration, HR systems updates or new system implementations, training and other talent initiatives.
- Reviews, records and/or updates employee information such as personal data, compensation, benefits, attendance, performance management information, and exit information.
- Learns how to process employment applications and assists in other employment activities.
- Compiles and examines data from personnel records to provide information or make recommendations on best practices.
- May gain knowledge about and participate in the interview process.
- Answers basic questions regarding HR inquiries and other pertinent information to applicants and employees.
- Requests information from hiring departments, HR Service Partners, Compensation Manager, Talent Management Specialist, HR Business Partners and other peers to address applicants and/or employment inquiries.
- Navigates and learns HRIS systems as necessary and in relation to managing HR information.
- Works on special projects related to Human Resources i.e. conducting internet research on recruitment related activities, creating flyers, establishing new relationships, collecting data, developing new HR programs and creating reports or presentations.

Qualifications

- Currently enrolled as an Undergraduate Student at one of the 13 UT System institutions
- Familiarity with basic HR and business terminology
- Currently working towards a degree in a related field such as Business Administration, Human Resources, Psychology, Organizational Development and Behavior, or Liberal Arts
- Experience with Microsoft Word, Excel, and PowerPoint

Knowledge, Skills & Abilities

- Ability to exercise initiative
- Creative problem-solving skills
- Teamwork, collaboration and leadership skills
- Entry level knowledge of Human Resources principles, practices and functions of effective human resources management
- Ability to make recommendations to improve business practices
- Ability to execute and complete assigned projects and tasks
- Strong attention to detail skills

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. If remote, the 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.