**Talent & Innovation Undergraduate Intern**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Office of Talent &amp; Innovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>The University of Texas System Administration</td>
</tr>
<tr>
<td>Location:</td>
<td>Either remote or in-Person at 210 W. 7th St., Austin, TX</td>
</tr>
<tr>
<td>No. of Openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per Week:</td>
<td>25-30</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>M-F, hours to be determined with supervisor</td>
</tr>
<tr>
<td>Compensation:</td>
<td>$18/hour</td>
</tr>
<tr>
<td>Start Date:</td>
<td>May 31, 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>August 5, 2022</td>
</tr>
<tr>
<td>Housing:</td>
<td>Interns are responsible for their own housing</td>
</tr>
<tr>
<td></td>
<td>Housing at UT Austin available for UTSI Interns; rates to be provided</td>
</tr>
<tr>
<td>Required for Application:</td>
<td>Resume and Cover Letter</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Benefits Eligible:</td>
<td>No</td>
</tr>
</tbody>
</table>

**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 & Innovation**
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.

**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.

**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) talent & innovation programming and (7) professional development training as well as enhance their understanding of the field of higher education.

**Position Description**
The UT System Office of Talent and Innovation (OTI) is seeking a Talent & Innovation Intern to help our Program Managers execute on current initiatives and identify, scope, and/or plan for future programs or initiatives that are of value to UT System institutions. OTI's institutional stakeholders are often those who are working to move ideas and inventions from the university into the market where they can change lives here in Texas and beyond. Internally, interns will assist with the implementation of professional development and internship programming.
Qualifications

• Currently enrolled as a rising sophomore, junior or senior undergraduate student at one of the 13 UT System institutions
• Interest in a career related to higher education, research, innovation, entrepreneurship, or training and development

Knowledge, Skills & Abilities

• Great interpersonal skills
• Flexibility and openness to change
• Ability to exercise initiative
• Creative problem solving
• Teamwork, collaboration and leadership skills
• Strong attention to details
• Experience working in a professional setting

Working Conditions

Work is performed in an office environment. Uses 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.