



The University of Texas System

Department:	Office of Talent Innovation
Institution:	The University of Texas System Administration
Location:	Remote or Hybrid at 210 W. 7 th Street, Austin, Texas 78701
No. of Openings:	1
Hours per Week:	19
Work Schedule:	Monday - Friday; Flexible between 9:00 AM - 4:00 PM
Compensation:	\$18/hr for undergraduate students \$22/hr for graduate students
Start Date & Orientation:	June 1, 2026
End Date:	August 11, 2026
Housing:	Interns are responsible for their own housing
Required for Application:	Resume and Cover Letter. Applicants selected for interviews will be required to share a portfolio that showcases design skills and attention to detail.
FLSA Status:	Non-Exempt
Benefits Eligible:	No

About UT System

For more than 140 years, The University of Texas System has improved the lives of Texans — and people all over the world — through education, health care, and research. The System consists of nine academic institutions, four health institutions, and The University of Texas System Administration. The institutions of the UT System employ more than 160,000 faculty, health care professionals, researchers, support staff, and student workers.

The UT System Administration is primarily based in Austin, Texas. It supports the missions of the System's 13 institutions by providing financial, legal, planning, purchasing, government relations, communications, development, and other central services. Serving a growing state, the UT System Administration strives to provide a welcoming, supportive work environment that embraces different perspectives - not only because it enables the organization to be stronger, creative, and thoughtful, but because it is the right thing to do. To that end, the UT System Administration embraces state laws on [military](#) and [former foster children](#) employment preferences.

About Talent and Innovation

The Office of Talent and Innovation (OTI) serve as a strategic partner in driving organizational success through people-focused solutions and forward-thinking practices. Our mission is to attract, develop, and retain top talent while fostering a culture of innovation, excellence and continuous growth. Core HR Functions within OTI:

- **Talent Acquisition & Workforce Planning**-We design and implement strategies to recruit exceptional talent and ensure workforce alignment with organizational goals.
- **Employee Experience & Engagement**-Our team champions initiatives that enhance employee satisfaction, collaboration, well-being, and create an environment where individuals leverage relationships and knowledge across institutions to achieve shared goals.
- **Learning & Development**-We provide resources and programs that empower employees to grow professionally, build new skills, and prepare for future opportunities.
- **Performance & Organizational Effectiveness**-Through data-driven insights and best practices, we support leaders in optimizing team performance and driving business outcomes.
- **Total Rewards & Recognition**-We manage competitive compensation, benefits, and recognition programs that reflect our commitment to valuing employees.
- **Innovation in HR Practices**-Leveraging technology and analytics, we continuously evolve HR processes to deliver

agile, efficient, and impactful solutions. Seek out new approaches to serve stakeholders in ways that matter and support change.

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 our evolving workforce
- Offer hands-on experience in the student's field/function of study
- Provide a safe 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) Human Resources (HR), Talent Acquisition, Employer Branding, Learning & Development, HR Communications, as well as (7) enhance their understanding of the field of higher education.

Position Description

This position will work closely with the Human Resources Business Partner team to design materials and communications for cross-departmental training and communication projects, as well as improve UT System presence in online job boards. The intern will contribute in the following ways:

- Design slide decks and online guides with input from subject matter experts, establishing a consistent look and feel across different formats
- Develop, produce, and edit videos for training and recruiting initiatives, ensuring content aligns with UT System brand standards to effectively engage target audiences
- Develop and design content for employer branding pages to establish a strategic presence in online job boards
- Review and organize webpage to create a user-friendly self-service portal that enables internal audiences to access resources efficiently
- Design email campaigns to improve awareness of training resources and real-time system updates

Required Qualifications

- Currently enrolled as a rising junior, senior, or graduate student at one of the UT System institutions
- Majoring in instructional design, graphic design, communications, public relations, marketing, radio, television and film, or other relevant field
- An understanding of graphic design principles, presentation design, or video creation

Preferred Qualifications

- Experience designing presentations and digital communications
- Experience with Canva and Adobe Creative Suite, After Effects, Premiere Pro, Illustrator and InDesign (or similar design/video editing programs)
- Project management experience
- Experience working with subject matter experts to develop and distribute content

Knowledge, Skills & Abilities

- Strong interest in digital communications and associated design tasks
- Ability to evaluate a need, develop a plan, propose and deliver a solution
- Demonstrates sound professional judgment by making informed proposals that reflect organizational priorities and leadership guidance

- Ability to take a project from idea to completion
- Ability to tailor content to both internal and external audiences
- Excellent writing, grammar, and proofreading skills
- Excellent communications and interpersonal skills
- Ability to embrace and adapt to change, takes initiative, and showcases curiosity
- Ability to think creatively and objectively
- Ability to stay on task with minimal supervision
- Detail-oriented and proactive approach to work
- Ability to use standard office equipment and software, including Microsoft 365

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. Requires occasional travel, and evening or weekend hours. If remote, student must provide personal computer and WiFi.

Additional Requirements

- **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.
- **Residency:** ALL interns & law clerks, including those working remotely, **must reside in the state of Texas** for the duration of the program.
- **Intern & Law Clerk Summit:** ALL interns and law clerks must be available to attend an in-person Orientation in Austin June 1-3 and an in-person Summit in Austin July 27-29. (Transportation and hotel accommodations are provided by UT System.)

This position is not eligible for employee benefits including, but not limited to, insurance, leave, holidays, and longevity pay. For information about eligibility, visit [Active Employees Eligibility](#).

A background check will be conducted on candidates under final consideration. The background check may include any or all of the following: criminal history check, prior employment verification, education verification, professional references check, and motor vehicle records check. Background checks are conducted by third-party vendors. Upon request from the third-party vendor, candidates under final consideration must provide the required information for the background checks to be completed.

The University of Texas System Administration is committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of any characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at oti@utsystem.edu.

Please direct questions to UTSI@utsystem.edu.