

Marketing, Digital Website and Tutorial Video Intern



The University of Texas System

Department:	Contracts and Procurement (CnP) in the Office of the Controller
Location:	Hybrid at 210 W. 7th St, Austin, TX 78701 on Wednesdays
No. of Openings:	1
Hours per Week:	32
Work Schedule:	8 AM-5 PM CT four days a week/ Hybrid in Office on Wednesdays
Compensation:	\$20/hour
Orientation:	May 30 & 31, 2024
Start Date:	June 3, 2024
End Date:	August 9, 2024
Housing:	In-person interns are responsible for their own housing Housing at UT Austin is available for those on-site in Austin; 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 nine 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 The Office of The Controller

The Controller's Office at UT System plays a pivotal role in financial management and oversight. Responsible for fiscal integrity, daily financial management, and reporting, we ensure the efficient allocation of resources across the University System Administration.

About Contracts and Procurement (CnP)

CnP's mission is to effectively support the procurement and contracting processes for goods and services that sustain, foster, and support the educational, research and health care missions of The University of Texas System. We strive to maintain the most efficient operations while adhering to the requirements of university, state, and federal laws, rules and procedures. It is our goal to serve our customers in the most timely, efficient, and transparent means possible.

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) online training platform automation and (6) database development and management, as well as enhance their understanding of the field of higher education.

Position Description

Marketing and Digital Website and Tutorial Video Project

The marketing and digital and video tutorial project offers a focus on assisting with CnP's website updates, including addressing functionality issues such as removal of dead and/or outdated links, assure ease in navigation for stakeholders, creating mockups for approval, and creating job aids for Departmental Contract Administrator (DCA) training. The intern will be responsible for making standardized training materials, creating a contract software platform (CCARS) tutorial video, and updating all current job aids. In addition, the intern will assist with the updates to the CnP website and will help create Standard Operating Procedures (SOPs) for updated software and interactions with CnP/Accounts Payable (AP), and other assignments as requested.

Qualifications

Rising Junior or Rising Senior

Knowledge, Skills & Abilities

Knowledge of Microsoft Office Suite of Products

Knowledge of Process Modeling/Workflows

Knowledge of Project Management

Comfort with Ambiguity

Knowledge of Video Editing

Knowledge of Instructional Design

Knowledge of Microsoft SharePoint

Working Conditions

Work is performed in an office environment. Interns will use their own personal computers if they meet the requirements necessary to handle the assigned projects. Secure UT System laptops are available if needed.

How to Apply

Apply online at: https://utsystemck.gov1.qualtrics.com/jfe/form/SV_8xiZtbCXxnT3KXs

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 Summit in Austin July 30 & 31. (Transportation and accommodations are provided by UT System.)

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 a federal contractor 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 race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other 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.