

Communications Intern



The University of
Texas System

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Department:	Office of Information Security
Institution:	The University of Texas System Administration
Location:	Remote. Possibly in-person for specific activities at 210 West 7th Street, Austin, TX 78701.
No. of Openings:	1
Hours per Week:	Up to 19 hours/week
Work Schedule:	Negotiable, Monday to Friday, 8AM - 5PM
Compensation:	\$18/hr
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 University of Texas System Office of Information Security

The [Office of Information Security](#) (ISO) provides guidance and support to The University of Texas System's thirteen academic and health institutions in their efforts to establish and maintain information security programs that protect and secure the information assets under their stewardship against unauthorized use, disclosure, modification, damage or loss.

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 and (6) information security as well as (7) enhance their understanding of the field of higher education.

Position Description

The purpose of this position is to develop digital communications and write content for a 12-month security awareness campaign to include email blasts, digital signage, and newsletters. The communications assistant will also assist in planning and executing cyber security training events and presentations. This position is supervised by the Information Security Program Manager.

Qualifications

- Currently enrolled in as an undergraduate or graduate student at one of the [14 UT System institutions](#) in a degree program related to communications, advertising, public relations, English, or writing.
- Experience designing and creating digital communications

The following are preferred qualifications:

- interested in working in a technical field.

Knowledge, Skills & Abilities

- Ability to work proactively.
- Knowledge of visual marketing concepts and principles
- Strong software and technical skills
- Intermediate to advanced written communication skills including skill in proofreading and editing for correct grammar, spelling and punctuation
- Skill in balancing multiple priorities
- Ability to apply creative and objective work strategies
- Ability to stay on task with minimum supervision
- Ability to work within short deadlines and changing priorities

Working Conditions

Work is performed in an office environment or remotely. 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.gov1.qualtrics.com/jfe/form/SV_8xiZtbCXnT3KXs

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.