

Marketing & Communications Intern



The University of Texas System

Department:	University Lands
Institution:	The University of Texas System Administration
Location:	In-person at 825 Town & Country Ln, Suite 1100, Houston NOTE: In-person means the intern is expected to live in the city where the office is located. Schedule may be hybrid with some days work from home and some days on-site.
No. of Openings:	1
Hours per Week:	32-40
Work Schedule:	Negotiable, Monday-Friday, 8AM-5PM
Compensation:	\$25/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
Required for Application:	Resume and Cover Letter Select candidates will also need to provide work samples
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 Lands

University Lands is the fiduciary steward of 2.1 million acres of land across 19 counties in West Texas, managing both the surface and mineral interests for the benefit of the Permanent University Fund (PUF); one of the largest university endowments in the United States that benefits more than 20 educational and health institutions across The University of Texas System and Texas A&M University 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 and (6) website communications & design and (7) digital & social media marketing as well as (8) enhance their understanding of the field of higher education.

Position Description

The Marketing and Communications Intern will work under the supervision of the Marketing and Communications Manager to provide website, social media and communications support for University Lands to contribute to the following:

- Web content support, updates and design
- Social media content generation, planning and posting
- Identify potential digital marketing opportunities
- Produce, create, edit and implement digital marketing materials

Qualifications

- Currently enrolled as an undergraduate student at one of the [14 UT System institutions](#)
- Majoring in Marketing, Communications, Public Relations, Journalism or other relevant field.
- Experience creating website and social media content
- An understanding of graphic design principles and web design

Preferred qualifications

- Experience creating or designing digital communications, including but not limited to social media and web
- Project management experience

Knowledge, Skills & Abilities

- Excellent communication skills including writing, grammar and proofreading competency.
- Understanding of how to develop and implement messaging across multiple platforms
- 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

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment.

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.