

Information Technology Intern



The University of
Texas System

Department:	Office of the Chief Information Officer
Institution:	The University of Texas System Administration
Location:	Flexible: Remote OR Hybrid at 210 W. 7th St., Austin, TX (UT System Building) or 3020 Waterview Pkwy, Richardson, TX 75080 (UT Dallas campus).
No. of Openings:	Multiple
Hours per Week:	25-40 (negotiable)
Work Schedule:	Monday to Friday, specific hours are flexible (maximum of 40 hours/week)
Compensation:	Minimum \$18/hr for undergraduate students Minimum \$22/hr for graduate students
Orientation:	June 2-4, 2025 in-person, in Austin TX
Start Date:	June 2, 2025
End Date:	August 12, 2025
Housing:	In-person interns and law clerks are responsible for their own housing
Required for Application:	Resume, Cover Letter
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, five 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 14 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 the Office of the Chief Information Officer

The Office of the Chief Information Officer provides technology support to UT System Administration staff and departments by providing proactive, customer focused information management and technology services and ensuring a secure technology infrastructure.

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) information technology and (7) project management as well as (8) enhance their understanding of the field of higher education.

Position Description

Seeking an energetic, motivated, and dedicated Information Technology (IT) Intern for these areas: **Application Services, Client Services, Infrastructure, Project Management, Special Projects**. We have multiple positions to support the various IT initiatives and priorities in the Office of the CIO.

An Intern with exceptional communication and writing skills will work alongside our Team on IT related projects. We offer an opportunity to work in an enterprise environment focused on managing and completing projects to enhance the productivity of the UT System Administration staff and support strategic initiatives.

The IT Intern will work with The University of Texas System Administration's Office of the Chief Information to assist in managing and supervising administrative, technical, and financial aspects of assigned projects from project inception to completion. Duties will include:

- Support Office of the CIO and stakeholders to gain exposure and understanding of information technology management, methodologies and processes in a professional environment.
- Ensure project requirements, standards, and documentation are followed.
- Ensure projects are in scope, on schedule, and within budget including project status and health.
- Provide an active role and use critical judgment in the development of all project deliverables.
- Ensure quality and timely submission of all project deliverables and documentation.
- Identify, manage, and resolve project risks and issues.
- Monitor quality assurance and change control processes.
- Communicate with project sponsors, team, and other stakeholders.
- Other duties and projects as assigned (e.g., assisting with business analysis, quality control, coding in .Net Core, C#, Bootstrap, jQuery, Azure DevOps, IT service management, networking, cloud management, project management, evaluating, and deploying Microsoft Azure cloud services, providing training to end users, developing Power BI data and analytics reports, reviewing infrastructure lifecycle, etc.).

Qualifications

Interested students should meet the following criteria:

- Currently a rising junior, junior, rising senior or senior enrolled in an undergraduate program at one of the 14 University of Texas institutions OR graduate student who has completed at least one semester of coursework.
- Basic computer connection skills (connect monitor, keyboard, mouse, etc.)

Knowledge, Skills & Abilities

Knowledge of general office practices and administrative procedures. Strong organizational skills. Strong communication skills. Ability to manage a variety of tasks. Ability to use standard office equipment and software. Familiarity with Microsoft 365, networking concepts, cloud computing and workflow automation is helpful. Strong interest in information technology management, methodologies and processes. Ability to offer attention to detail and accuracy in work produced. Ability to work both cooperatively in a team environment and efficiently with limited supervision. Ability to commit to a work schedule of 25-40 hours per week for the time period specified.

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, intern must possess 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 2-4 and an in-person Summit in Austin July 28-30. (Transportation and 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 <https://www.utsystem.edu/offices/employee-benefits/insurance-0/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 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.