Automation & Process Improvement Intern

Department:	Office of the Controller
Institution:	The University of Texas System Administration
Location:	Prefer hybrid remote (in person on Wednesdays). Can be flexible.
No. of Openings:	1
Hours per Week:	10 to 32 hours per week. Can be flexible.
Work Schedule:	Days
Compensation:	$22/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 Office of the Controller

https://utsystem.edu/offices/controller

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) field/function skills as well as enhance their understanding of the field of higher education.

Position Description

Work on special projects under the direction of the Controller's Office. This could include process improvement and automation work related to the Annual Financial Report (AFR) and the Audit Report.

Qualifications
Experience in data analytics, software applications, and Microsoft Office proficiency. Accounting/Finance background preferred.

Knowledge, Skills & Abilities
Proficient to excellent communication, written and verbal skills. Excellent problem solving and research skills.

Working Conditions
Work is performed in an office environment or remotely. 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.