

Digital Communications Intern



The University of Texas System

Department:	Office of Employee Benefits
Institution:	The University of Texas System Administration
Location:	In-person at 210 W. 7th Street, Austin, TX or Remote (Negotiable) 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:	30-35 (Negotiable)
Work Schedule:	Monday - Friday, 8AM - 5PM (flexible)
Compensation:	\$18/hour (undergraduate students); \$22/hour (graduate students)
Orientation:	May 30 & 31, 2024
Start Date:	June 3, 2024
End Date:	August 9, 2024
Housing:	In-person interns and law clerks 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 & 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 Employee Benefits

The primary objective of the Office of Employee Benefits (OEB) is to maximize the benefits and services that employees and retirees of The University of Texas System receive for each dollar spent on benefits. In doing so, OEB, while working within the limitations of the marketplace, must weigh the needs and desires of employees, retirees, and their dependents who participate in the benefit plans through the UT System's institutions and UT System Administration.

OEB is responsible for seeking proposals for medical, dental, prescription drug, vision care, term life, accidental death and dismemberment, short and long-term disability contracts. OEB analyzes all bids received and makes recommendations as to which bids should be accepted. OEB is also responsible for the overall administration of the contracts, which are approved by The University of Texas Board of Regents.

Key areas of responsibility inherent in meeting OEB's obligations are:

- monitoring employee benefits to ensure their compliance with state statutes and contractual obligations;
- financial oversight of the benefits program;
- representation of members with regard to benefit design and claims adjudication;
- data maintenance and transmission to and from the various insurance vendors;
- training of institution staff involved with administration of the program; and
- communication of benefit information to members and administrators.

OEB works closely with and receives invaluable assistance from the Human Resource and Benefits offices of each institution along with payroll and technical teams.

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) enhance their understanding of the field of higher education and digital marketing communications.

Position Description

The digital communications intern will support digital marketing and communications efforts for the UT Benefits program. Potential projects include creation of branding kits for the program; drafting, production, and editing of short videos and online guides for various aspects of the program with input from subject matter experts; development and implementation of targeted social media campaigns; and other related tasks.

Qualifications

- Currently enrolled as an undergraduate or graduate student at one of the 14 University of Texas institutions.
- Majoring in communications, public relations, marketing, or a related field.

Preferred Qualifications

Preferred candidates will have one or more of the following:

- Experience creating visual and written content for websites and social media.
- Experience creating or designing digital communication materials, including for distribution via social media.
- Experience working with subject matter experts to develop and distribute content.
- Understanding of basic graphic design principles.
- Familiarity with website layout and design principles.

Knowledge, Skills & Abilities

- Strong interest in digital communications and associated design tasks.
- Excellent interpersonal communication, written communication, and proofreading skills.
- Familiarity with Adobe Creative Suite, Canva, and similar software.
- Strong organizational and communication skills.
- Detail-oriented with an ability to work independently and think creatively.
- Ability to manage a variety of tasks and work on tight deadlines.
- Ability to use standard office equipment and software, including Microsoft 365.

Working Conditions

Work is performed in an office environment or remotely. Uses personal computer and other standard office equipment. Intern must provide personal computer and WiFi.

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.