

Internal Audit Intern



The University of
Texas System

Department:	System Audit Office
Institution:	The University of Texas System Administration
Location:	Either remote or in-person at 210 W. 7th St., Austin, TX. 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:	Up to 19.5
Work Schedule:	Flexible, Monday - Friday, 8AM - 5PM
Compensation:	\$20/hour for undergraduate students \$25/hour for 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 System Audit Office

Established within the UT System as a service to the Board of Regents, Chancellor, and executive staff of the UT System, the System Audit Office provides an independent internal audit appraisal function to examine and evaluate activities by providing risk-based and objective assurance, advice, and insight to protect and enhance organizational value.

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) internal audit, (7) internal controls, (8) risk assessment, (9) data analysis, and (10) process improvement, as well as (11) enhance their understanding of the field of higher education.

Position Description

The University of Texas System Administration, System Audit Office, is seeking an undergraduate or graduate intern to assist in the planning, performing, and reporting phases of an internal audit engagement. Intern will conduct tasks under direct supervision to accomplish the following:

- Identify and assess risks and related controls to develop engagement objective(s) and project program
- Interview clients, conduct testing procedures, and document work in formal workpapers
- Analyze results to identify potential observations for improvements

The engagement may be audit or consulting in nature and review processes in one or more of the following areas: information technology, governance, general business, investment securities lending, oil and gas royalties, recruitment and retention, audit management software implementation, or quality assessment review.

Qualifications

- Currently enrolled as an undergraduate or graduate student at one of the [14 University of Texas institutions](#)
- Experience in and/or a major in accounting, finance, management, business administration, or related field
- Comfortable engaging with clients and working cooperatively with others
- Strong attention to detail

Knowledge, Skills & Abilities

- Knowledge or curiosity about audit and/or risk assessment: financial, business, operational, information security, compliance, etc.
- Strong analytical and problem-solving skills
- Excellent verbal and written communication skills, including English spelling, grammar, and punctuation
- Intermediate proficiency in Microsoft Excel
- Basic proficiency in Microsoft Outlook, Word and PowerPoint
- Ability to maintain confidentiality and think objectively
- Ability to learn quickly with instruction, work independently, and seek input from supervisor as needed
- Ability to proactively prioritize and execute tasks

Working Conditions

Work is performed in an office environment or remotely. Uses personal computer and other standard office equipment. Laptop will be provided but intern must have their own reliable high-speed internet connection.

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.