

# Data Analytics Intern



The University of  
Texas System

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Department:	University Lands
Institution:	The University of Texas System Administration
Location:	Remote or in-person at 825 Town & Country Lane, Suite 1100, Houston, TX 77079   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:	40
Work Schedule:	Monday - Friday, 8AM-5PM
Compensation:	\$25/hour undergraduate student; \$30/hour graduate students
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 Office is based in Houston, Texas
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 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). The PUF is one of the largest university endowments in the United States and benefits more than 20 educational and health institutions across [The University of Texas System](#) and [Texas A&M University System](#).

In addition to mineral leases for energy development, revenue for the PUF comes from leasing surface rights for a variety of purposes, including schools, hospitals, churches, and ranching. Renewable energy is a growing source of revenue, with several solar and wind energy developments placed on PUF lands. And University Lands is able to supply water to several West Texas municipalities from major and minor aquifers on the lands.

## 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, (6) data analysis & reporting and (7) enhance their understanding of the field of higher education.

## Position Description

The intern will support a variety of projects related to data quality improvement, data analytics and reporting services. The intern will have at least one specific project to develop Business Intelligence Dashboards related to one of more of the business units in University Lands.

## Qualifications

Currently enrolled as a junior or senior undergraduate or graduate student at one of the University of Texas or Texas A&M institutions.

## Knowledge, Skills & Abilities

Knowledge of general office practices and administrative procedures. Strong organizational skills. Strong communication skills. Ability to manage a variety of tasks. Familiarity with Microsoft 365 and Canva. Strong interest in research and project management. General use of Microsoft Office tools: Word, Excel, Power Point and Power BI (this is a plus).

## Working Conditions

Work is performed in a hybrid 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\\_8xiZtbCXnT3KXs](https://utsystemck.gov1.qualtrics.com/jfe/form/SV_8xiZtbCXnT3KXs)

## 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](mailto:oti@utsystem.edu).

Please direct questions to [UTSI@utsystem.edu](mailto:UTSI@utsystem.edu).