

Communications Intern



The University of
Texas System

Department:	University of Texas Education and Research Center at Laredo
Institution:	The University of Texas System Administration
Location:	In-person at 1937 E Bustamante St., Laredo, TX
No. of Openings:	1
Hours per Week:	20-32 Negotiable
Work Schedule:	Monday - Friday
Compensation:	\$20/hour
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
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 the University of Texas Education and Research Center at Laredo

The University of Texas Education and Research Center at Laredo is a multi-institution teaching center that supports University of Texas institutions in the delivery of academic, research, clinical and community engagement activities in Laredo and the surrounding South Texas region.

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) media relations, (7) social media, and (8) team-based collaboration as well as to (8) enhance their understanding of the field of higher education.

Position Description

This position will work closely with the communications and media relations team, under the supervision of the Special Projects Coordinator, to provide communications, media relations and social media support for the UT Center at Laredo. The Communications Intern will contribute to the following:

- Media monitoring to include gathering media posts, articles, and coverage for historical achieving.
- Create a calendar/schedule of social media posts for events.
- Social media monitoring for drafting reports, responses to comments/questions, and gathering metrics (# of clicks, views, likes, shares, and comments).
- Web content support, idea generation, and content creation (brainstorming ideas).
- Any other duties as assigned.

Qualifications

- Currently enrolled as a rising junior or senior undergraduate student at one of the UT System institutions
- Majoring in communications, public relations, journalism, or similar field

Knowledge, Skills & Abilities

- Excellent writing, grammar, and proofreading skills
- Excellent communications and interpersonal skills
- Ability to think creatively and objectively
- Understanding of how to develop and implement social media messaging across multiple platforms
- Ability to work on tight deadlines
- Ability to stay on task with minimal supervision
- Detail-oriented and proactive attitude

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment.

How to Apply

Apply online at: https://utsystemck.gov1.qualtrics.com/jfe/form/SV_5dtkvmfKW7XZqiG

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.