

Digital Communications Intern



The University of Texas System

Department:	Office of Employee Benefits
Institution:	The University of Texas System Administration
Location:	Hybrid at 210 W 7th Street Austin, TX 78701 OR Remote Click or tap here to enter text.
No. of Openings:	2
Hours per Week:	Up to 19.5 hours/week (March 26 – May 30); 30-35 hours/week (June 2 – August 12)
Work Schedule:	Monday – Friday, 8AM - 5PM (flexible)
Compensation:	\$18/hr for undergraduate students \$22/hr for graduate students
Start Date:	March 26, 2025 (negotiable)
End Date:	August 12, 2025
Onboarding (1 st Day):	March 26, 2025
Program Orientation:	June 2-4, 2025 in-person, in Austin TX
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

For more than 140 years, The University of Texas System has improved the lives of Texans — and people all over the world — through education, health care, and research. The System consists of nine academic institutions, five health institutions, and The University of Texas System Administration. The institutions of the UT System employ more than 160,000 faculty, health care professionals, researchers, support staff, and student workers.

The UT System Administration is primarily based in Austin, Texas. It supports the missions of the System’s 14 institutions by providing financial, legal, planning, purchasing, government relations, communications, development, and other central services. Serving a growing state, the UT System Administration strives to provide a welcoming, supportive work environment that embraces different perspectives - not only because it enables the organization to be stronger, creative, and thoughtful, but because it is the right thing to do. To that end, the UT System Administration embraces state laws on [military](#) and [former foster children](#) employment preferences.

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 our evolving workforce
- Offer hands-on experience in the student's field/function of study
- Provide a safe 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) digital marketing communications, as well as (7) enhance their understanding of the field of higher education.

Position Description

The digital communications interns 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; creation of Spanish-language versions of written and video materials; and other related tasks.

The digital communications interns will ideally attend the Benefits & Human Resources Conference, coordinated by OEB, taking place June 11-13 in Austin.

Qualifications

- Currently enrolled as an undergraduate or graduate student at one of the 14 University of Texas institutions.
- Majoring in communications, public relations, marketing, graphic design, 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. Uses personal computer and other standard office equipment. Requires occasional travel, and evening or weekend hours. If remote, intern must provide personal computer and WiFi.

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. ***IMPORTANT NOTE: The Tuesday Professional Development Program (PDP) sessions take place only from June 2 – August 12, 2025; there are no mandatory PDP requirements in March, April, or May.**
- **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 Orientation in Austin June 2-4 and an in-person Summit in Austin July 28-30. (Transportation and accommodations are provided by UT System.)

This position is not eligible for employee benefits including, but not limited to, insurance, leave, holidays, and longevity pay. For information about eligibility, visit Active Employees Eligibility <https://www.utsystem.edu/offices/employee-benefits/insurance-0/eligibility>.

A background check will be conducted on candidates under final consideration. The background check may include any or all of the following: criminal history check, prior employment verification, education verification, professional references check, and motor vehicle records check. Background checks are conducted by third-party vendors. Upon request from the third-party vendor, candidates under final consideration must provide the required information for the background checks to be completed.

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.