



The University of Texas at Austin

Inclusive Innovation and Entrepreneurship

Division of Diversity and Community Engagement

Office of Inclusive Innovation and Entrepreneurship Undergraduate Internship

Position Overview:

The Office of Inclusive Innovation and Entrepreneurship seeks an undergraduate intern who will support event communication and management for the office's programs. This is a leadership position that offers event marketing, promotion, and implementation experience. A strong desire for social impact is required for this role.

The Office of Inclusive Innovation and Entrepreneurship is a growing branch of the Division of Diversity and Community Engagement with two recently-launched student programs targeting undergraduates from diverse, disadvantaged backgrounds: Women's Initiative for Entrepreneurship and Leadership Development (WIELD Texas) and Product Prodigy Institute. We also coordinate an external, corporate-facing program focusing on workforce diversity and inclusion, the Texas 2030 Inclusion Challenge. Our overall mission is to address wealth inequity by investing in students from diverse backgrounds and collaborating with business leaders to draw up innovative strategies for diversity and inclusion. As we grow our impact inside and outside the university, we are looking for committed student partners to support our efforts.

Application Deadline: 1/20/2020

Department: Division of Diversity & Community Engagement

Supervisor: Rubén Cantú, Executive Director of the Office of Inclusive Innovation and Entrepreneurship, DDCE

Length of Assignment: Spring 2020 with option to extend

Hours per week: 3 hours per week

Stipend: Unpaid with ability to earn internship credit

Duties and Responsibilities (depending on student's area of interest, at least one of the following primary areas):

- Communication:
 - Help design marketing collateral for program's events

- Strategize effective communication to programs' target audiences
- Support execution of communication strategy
- Evaluate impact of communication efforts
- Event Strategy and Implementation:
 - Provide event support for WIELD Wednesday speaker series
 - Provide event support for Product Prodigy Demo Days
 - Provide event support for Texas 2030 Inclusion Challenge discussions
 - Provide event support for Inclusive Innovation Week in April 2020

Required Qualifications:

- Must be a currently enrolled full-time undergraduate student in any discipline
- Strong desire for social impact
- Excellent written and oral communication skills

Preferred Qualifications:

- Experience working with diverse populations and/or low-income communities
- Project planning, implementation, and management skills
- Proven organizational skills and strong interpersonal approach
- Ability to work in a fast-paced, innovative, and entrepreneurial environment
- Attention to detail

Application Instructions:

Please submit a cover letter and resume to inclusiveinnovation@utexas.edu. If you have any questions about this opportunity or about our office's work, please email us.