



Department:	Office of General Counsel
Institution:	The University of Texas System Administration
Location:	Either remote or in-person at 210 West 7th Street, Austin, TX. NOTE: In-person means the law clerk 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:	4
Hours per Week:	40
Work Schedule:	Monday-Friday; 8AM-5PM
Compensation:	\$28/hour for 1st year law students \$30/hour for 2nd year law students
Orientation:	June 2-4, 2025 in-person, in Austin TX
Start Date:	June 2, 2025
End Date:	August 12, 2025
Housing:	In-person interns and law clerks are responsible for their own housing
Required for Application:	Resume, Cover Letter, Unofficial Law School Transcript, Writing Sample
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 General Counsel

The Office of General Counsel provides comprehensive legal services and professional expertise to and for UT System Administration and the 14 UT institutions, and coordinates and manages litigation services provided by the Attorney General's Office and outside counsel. OGC also serves as administrator of the UT System medical liability self-insurance plan.

OGC Practice Areas

Commercial Law, Contracts, Creditors' Rights/Collections, Debtor and Creditor, Education/ School Law, Energy/Oil & Gas, Environmental Law, ERISA/Employee Benefits, Government, Government Contracts, Health/Medical, Immigration, Intellectual Property, Labor and Employment, Legislation/Government Relations, Litigation, Medical Malpractice, Natural Resources, Occupational Safety and Health, Patent Law, Probate, Public Interest, Public Policy, Real Estate, Regulatory, Taxation, Transactional, Trusts and Estates, Wills and Probate

About the Clerkship

The OGC clerkship program will expose law clerks to multiple practice areas, including, but not limited to business, administrative, real estate, employment and healthcare law. Clerks may be expected to research various issues; respond to open records requests; draft memos, briefs, litigation documents, policy language, opinion letters and pleadings;

assist with litigation strategy and preparation; and participate in client conferences as necessary. Along with this career-related experience, UT System will arrange a brown bag lunch with the general counsel, provide chances for participation in meetings with high level professionals and officials as available and offer professional development opportunities and mentoring.

The OGC law clerks join the University of Texas System Internship (UTSI) cohort for the summer providing additional opportunities for peer networking, [professional development](#), 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 as well as enhance their understanding of (6) legal practice areas and (7) the field of higher education.

Qualifications

Successful completion of first or second year at an accredited law school.

Preferred Qualifications

Demonstrated commitment to team work.

Working Conditions

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