



# The University of Texas System

Office of the Chief Information Officer  
210 West 7<sup>th</sup> Street  
Austin, TX 78701

WWW.UTSYSTEM.EDU

March 5, 2025

Sent via roynijaraa@gmail.com

Dear Nijara Roy,

We are pleased to offer you the position of **Information Technology (IT) Student Associate** (may include: Application Services, Client Services, Infrastructure, Private AI, Project Management, Special Projects) in the Office of the Chief Information Officer at The University of Texas System. We believe that your commitment to excellence and your growth mindset make you a terrific fit for our summer internship program.

This is an hourly position of a minimum of 25.0 hours per week and up to 40.0 hours per week (subject to adjustment per UT System and/or UT institution policies) at the rate of \$22/hour starting on June 2, 2025 and ending on August 12, 2025. Remote OR in-Person at 210 W. 7th St., Austin, TX (UT System Building) or remote OR in-person at 3020 Waterview Pkwy, Richardson, TX 75080 (UT Dallas campus). This is a non-benefits eligible position.

Please note that this offer is contingent upon the successful completion of a Criminal Background Check and enrollment verification and does not imply a contract of employment nor does participation in the UT System Internship (UTSI) guarantee future employment with UT System Administration.

To accept this offer, submit a signed copy of this letter via email by **March 12, 2025**. Once we have received your signed acceptance, a Talent & Innovation representative will contact you to request the necessary verification documents. Following completed verifications, you will receive additional information regarding orientation, on-boarding and pre-arrival action items.

We are excited to welcome you to the UT System team!

Sincerely,

William Huang, Deputy Chief Information Officer

Date 3/5/2025

By signing and dating below, I hereby accept this contingent offer of employment as outlined above:

Nijara Roy

  
Signature

Date 3/5/2025



Please initial to acknowledge and confirm:

NK I understand that participation in the Professional Development Program is required and that I must be available for virtual sessions from 1-2:30PM CT on Tuesdays for the duration of the program.

NK I understand that participation in Orientation on June 2-4, 2025 and the Intern & Law Clerk Summit on July 28-30, 2025 is required and I confirm that I will be able to travel to Austin to attend.

**INTERNATIONAL STUDENTS:** Consult with your International Office as soon as possible to (1) confirm that you meet U.S. work eligibility requirements and (2) begin the work authorization and documentation process.



## EMPLOYMENT RECORD INFORMATION

NAME: NITARA Roy

To ensure that your employment record and tax status with UT System are set up correctly, please provide the following information:

**SUMMER ENROLLMENT STATUS:** Will you be taking classes this semester?

☒ No, I will not be taking any classes this semester.

☐ Yes, I will be enrolled and taking classes this semester. If yes, complete the following:

Institution: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

Term Dates: (MM/DD – MM/DD): \_\_\_\_\_

**ADDITIONAL EMPLOYMENT:** Will you be working at another UT institution or state agency while you are working for UT System Administration this semester?

☒ No, I will not be working at another UT institution this semester.

☐ Yes, I will be working at another UT institution or state agency while I am working for UT System Administration this semester.

If yes, please provide the following information:

Institution/State Agency: \_\_\_\_\_

Job Title: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Dates of Employment (MM/DD - MM/DD) \_\_\_\_\_

Assignment Duration (Semester, Monthly, Annually, Other: \_\_\_\_\_

Type of Employment (check all that apply):

☐ Contract ☐ Hourly ☐ Salaried

☐ Benefits Eligible ☐ Non-Benefits Eligible ☐ Unsure

FLSA Status: ☐ Exempt ☐ Non-Exempt ☐ Unsure

Do you have an HR contact we can reach out to for employment verification at this institution/state agency? ☐ Yes ☐ No

Do you have a copy of a contract, offer letter or employment agreement from this institution/state agency that you can provide if needed? ☐ Yes ☐ No