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| Department: | University Lands – Legal Department |
| Institution: | The University of Texas System Administration |
| Location: | In-person at 825 TOWN AND COUNTRY LANE, SUITE 1100, HOUSTON, TX 77024 NOTE: “In-person” means the law clerk is expected to live in the city where the office is located (HOUSTON). Schedule will be hybrid with some days work from home and some days on-site. |
| No. of Openings: | 1 |
| Hours per Week: | 40 |
| Work Schedule: | 8AM to 5PM |
| Compensation: | \$30/hr |
| Orientation: | June 1 and 2, 2023 |
| Start Date: | June 5, 2023 |
| End Date: | August 11, 2023 |
| Housing: | In-person law clerks are responsible for their own housing |
| Required for Application: | Resume, Cover Letter, Unofficial Transcript, Writing Sample |
| FLSA Status: | Non-Exempt |
| Benefits Eligible: | No |

About UT System

Established by the Texas Constitution in 1876, The University of Texas System consists of eight 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 thirteen institutions.

About University Lands

University Lands (UL) manages the surface and mineral interests of 2.1 million acres of land across nineteen counties in West Texas for the benefit of the Permanent University Fund (PUF). The PUF is one of the largest university endowments in the United States and benefits more than twenty educational and health institutions across both The University of Texas System and Texas A&M University System.

In addition to mineral leases for energy development, revenue for the PUF comes from leasing surface rights for a variety of purposes, including schools, hospitals, churches, and ranching. Renewable energy is a growing source of revenue, with several solar and wind energy developments placed on PUF lands. And University Lands is able to supply water to several West Texas municipalities from major and minor aquifers on the lands.

These activities are an economic engine for Texas, producing thousands of jobs and commercial activity in addition to generating millions of dollars in state tax revenue and billions in GDP annually.

University Lands strives to be the best land management organization in the country, providing prudent stewardship aimed at protecting the environment while earning the best possible return on investment. Achieving this mission ensures the lands continue to thrive for generations to come, supporting not only Texas public higher education but also life-changing and life-saving research and innovations that improve the lives of Texans and people around the world.

About the University Lands – Legal Department

The Legal Department at University Lands is a small, but mighty group of highly productive value creators, with a strong understanding of UL’s land stewardship mission and its business, providing the legal support necessary to all UL departments in a multitude of law practice areas. We are the legal support for anything affecting the surface and subsurface of the 2.1 million acres of PUF lands.

About the Clerkship

The University Lands Legal Department is seeking a summer law clerk to participate in the 10 week UTSI program. The successful candidate will be a rising 3L at an accredited law school with a strong work ethic and academic record, a strong interest in oil and gas and natural resources law and excellent communication skills and professional judgment. Prior industry experience is preferred but not required.

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 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 as well as enhance their understanding of (6) legal practice areas such as oil and gas, renewables, and natural resource law, and (7) the field of higher education.

Position Description

The clerkship will include working with the Chief Legal Officer, the Vice President, Legal, and Senior Attorney in addition to University Lands' multiple department heads and staff that manage the surface and mineral interests of 2.1 million acres of land across nineteen counties in West Texas for the benefit of the Permanent University Fund (PUF). Work will focus on a variety of oil and gas, land management, emerging energies, and commercial surface related legal work, consisting of legal research and writing, analysis of business and legal issues, support of the legal department and review of relevant documents, such as leases and development agreements, providing counsel with valuable assistance.

Qualifications

- Bachelor's degree required
- Completion of two (2) years of law school

Knowledge, Skills & Abilities

- Knowledge of Texas Oil & Gas industry law would be a plus
- Familiarity with Westlaw
- Ability to identify and analyze complex problems, and developing logical reasoning to implement solutions
- Ability to perform legal research and investigation, report findings and conclusions
- Communicate effectively verbally (with or without accommodation) and in writing

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. May require occasional travel, and evening or weekend hours.

How to Apply

Apply online at: https://utsystemck.az1.qualtrics.com/jfe/form/SV_cvBLCIMcm7IXJPg

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 August 1 & 2. (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 an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the [Office of Talent and Innovation](#).

Please direct questions to UTSI@utsystem.edu.