

# Mineral Landman Intern



THE UNIVERSITY of TEXAS SYSTEM  
THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

Department:	University Lands
Institution:	The University of Texas System Administration
Location:	In-person at University Lands Midland office, 704 West Denger Ave, Midland, TX NOTE: In-person means the intern 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:	1
Hours per Week:	40
Work Schedule:	Monday thru Friday, 8AM-5PM
Compensation:	\$25/hr for undergraduates and \$30/hr for graduate students
Orientation:	June 1 and 2, 2023
Start Date:	June 5, 2023
End Date:	August 11, 2023
Housing:	In-person interns are responsible for their own housing
Required for Application:	Resume, Cover Letter
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 Mineral Land Team

University Lands is the fiduciary steward of 2.1 million acres of land across 19 counties in West Texas, managing both the surface and mineral interests for the benefit of the Permanent University Fund (PUF); one of the largest university endowments in the United States that benefits more than 20 educational and health institutions across The University of Texas System and Texas A&M University System.

The Mineral and Land team is responsible for all aspects of oil and gas development and land administration associated with the 2.1 million acres of Permanent University Fund lands. Responsibilities include supporting the development of land related agreements, support for both the leasing of minerals, and negation of oil and gas agreements related to the development & production of the mineral estate, developing and maintaining positive working relationships with industry participants, surface lessees, grazing lessees, and other key external parties, including the Railroad Commission and the GLO.

## 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 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) working with and understanding oil and gas agreements such as Oil and Gas Leases, (2) application of Railroad Commission Field Rules, (3) oil and gas production applicable to lease terms, (4) business writing, (5) interpersonal communication & emotional intelligence, and (6) project management that will (7) enhance their understanding of the management of oil and gas agreements.

## Position Description

Reporting to the Land Manager, Minerals, the Land Intern will participate in projects associated with the management and development of oil and gas resources associated with the Permanent University Fund lands. Responsibilities will include supporting the Mineral Land Team by reviewing, researching, and documenting mineral agreements related to PUF Lands. Will report directly to the Land Manager of Minerals and indirectly to the SVP of Land for University Lands; will interact and provide written and verbal information, reports, and summaries regularly to the executive team.

## Qualifications

Full or part time student enrolled in Petroleum Land Management, Energy Management, Energy Commerce or other related degree.

## Knowledge, Skills & Abilities

Knowledge of Word and Excel.

## 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.

## How to Apply

Apply online at: [https://utsystemck.az1.qualtrics.com/jfe/form/SV\\_3wpBYjU47dbWOO](https://utsystemck.az1.qualtrics.com/jfe/form/SV_3wpBYjU47dbWOO)

## 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](mailto:UTSI@utsystem.edu).