

# Oil & Gas Accounting Intern



THE UNIVERSITY of TEXAS SYSTEM  
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Department:	University Lands
Institution:	The University of Texas System Administration
Location:	In-person at 825 Town & Country Lane, Suite 1100 Houston, Texas or 704 W. Dengar Ave. Midland, Texas 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:	M-F, 8AM-5PM
Compensation:	\$25/hr
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 Oil & Gas Accounting Team

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](#).

The Oil & Gas Analyst team oversees royalty reporting and payments to UL to ensure accurate that oil and gas production data and revenue is received. [More Information](#).

## 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) public speaking, (2) business writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking, (6) accounting, (7) auditing, and (8) oil and gas fundamentals as well as (9) enhance their understanding of the field of higher education.

## Position Description

The Oil & Gas Accounting Intern will lead projects to assist the Oil & Gas Analyst team with production and revenue accounting analysis through review of purchaser statements and royalty reporting.

## Qualifications

Currently enrolled (rising Sophomore or higher) in an undergraduate program at one of the 13 University of Texas institutions. Must be majoring in accounting, finance, business administration or similar field.

## Knowledge, Skills & Abilities

Knowledge of general office practices and administrative procedures. Strong organization skills. Strong communication skills. Ability to manage a variety of tasks. Ability to use standard office equipment and software. Familiarity with Microsoft 365, networking concepts, strong interest in critical analysis.

## Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. Requires occasional travel.

## How to Apply

Apply online at: [https://utsystemck.az1.qualtrics.com/jfe/form/SV\\_3wpBYjU47dbWWOO](https://utsystemck.az1.qualtrics.com/jfe/form/SV_3wpBYjU47dbWWOO)

## 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).