**Data Analyst Intern**

**Job Location: Dallas LBJ – Dallas, TX**

**Description**

**Job Description:**

The Data Analyst internship will be a 10–13-week program during the summer, located in Dallas, TX. The Data Analyst Intern will learn how to utilize the software Petra in order to assist the Non-Op team in tracking and importing partner data into the database for engineers and geologist to utilize. The intern will manage Matador and Non-Op partner well information. The intern will gain broad exposure on how a publicly traded company operates and will work hand in hand with the all asset teams including: engineers, geologists, and executives among others.

**Job Responsibilities**

·         Develop existing skill set while also expanding toolbox to improve upon the projects assigned.

·         Provide project assistance to mentor and team members.

·         Work closely with other disciplines to coordinate assignments and communicate status.

·         Excellent verbal, written and interpersonal communication skills; the ability to effectively communicate with all levels of employees.

·         Track Non-Op well information including: Partner AFEs, DORs, critical dates and capital accruals.

·         Generate Monthly audit compliance.

·         Coordinate with land department to record Non-Op proposals.

·         Consolidate and import well geologic data into Petra and filing system.

·         Manage mud log cuttings storage at offsite facility.

**Qualifications:**

**Education and Experience:**

• Undergraduate student on track to obtain a 4-year degree is preferred
• Advanced computer skills, including high proficiency in MS Excel, Word, Outlook and Power Point
• Detail oriented, organized, and capable of multi-tasking
• Excellent communicator, displays good character
• Team oriented: positive attitude and strong work ethic
• Curiosity and willingness to learn and improve upon tasks given
• Ability to complete tasks in a timely manner