PAID INTERNSHIP OPPORTUNITY

Meridian Charter Township

Department of Engineering & Public Works

January 14, 2014

GIS Intern: Under the supervision of the Chief Engineer, or Drafting Manager, performs GIS support duties such as data entry, preparing, creating, editing, and printing GIS maps based on existing databases, such as utilities, assessors parcels, ortho-photography, utilizing ArcGIS 10x. Other duties include Creating, modifying, and maintaining of GIS spatial datasets, databases, and associated metadata, either manually or through geo-processing tools.

$10.00 per hour. Reduced schedule through the academic year, with up to 29 hours per week during the summer semester.

Qualifications:

- Must be enrolled in a GIS or GIS related program at an accredited college or university.
  - Knowledge of ESRI ArcGIS Desktop 10x
  - Knowledge of principles of cartography
  - Familiarity with engineering, surveying, drafting, CAD, GPS
  - Knowledge of Trimble GPS and Pathfinder software
  - Knowledge of Microsoft Office including Word, Excel and Access
  - Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports
  - Skill in effectively communicating ideas and concepts orally and in writing
  - Skill in use of office equipment and technology, including computer and related software, and the ability to master new technologies
  - Must possess a valid State of Michigan Driver’s License

Apply online at http://twp-meridian.iapplicants.com