

GIS Intern

Description:

The purpose of an internship is to help students gain practical experience, become acquainted with professionals in their field of interest, and develop an understanding of professional responsibilities and effective working relationships.

The City of Oak Ridge will provide an opportunity for a student to work and learn about geographic information systems (GIS) in a real-world working environment.

Responsibilities:

- Creating, collecting and organizing relevant spatial data using the ArcGIS for Desktop and/or ArcGIS Pro software suite;
- Performs field collection/verification utilizing Trimble handheld GPS units and/or ArcCollector;
- Creating custom maps as they are requested; and
- Assist GIS staff as required.

Examples of Projects:

- Emergency preparation – create some printable maps that can be distributed during large scale emergencies covering the entirety of the City limits including the DOE Oak Ridge Reservation.
- Addressing – verify and update GIS addresses that are used for emergency response and utilities
- Cartography – create standardized base maps, refresh existing maps, etc.
- Trails – map recreational trails and trail entrance points
- ArcOnline – assist in developing online and mobile mapping applications

Minimum Requirements:

Qualifications

- Proficiency with ESRI software, including ArcMap and ArcCatalog
- Knowledge of Microsoft Excel
- Familiarity with ArcOnline and ArcCollector (is a plus)
- Familiarity with Trimble GPS handheld units (Geo 7x)
- Project management skills

Preferred Education

- Must have completed at least two (2) years of a college/university working towards a degree in Geography, GIS, or related field using ArcMap software.
- Valid Driver's License