

# Department of Information Technology & GIS

## Geographic Information Systems Intern

### Role and Responsibilities:

- Work on GIS projects as assigned.
- Create new GIS datasets based upon existing standards.
- Edit existing geodatabases.
- Acquire, download, correct integrate & document GPS data from the field to existing or new GIS datasets.
- Data entry into a GIS related database.

### Qualifications and Education Requirements:

Must be enrolled in College or Graduate school at the time of application.

### Specific Majors, coursework or backgrounds that would be helpful to this work:

Near completion of BS/MS degree in a land-based science discipline or GIS focus area.

### Preferred Skills:

- Working knowledge of ArcGIS desktop and/or ArcGIS Online
- Basic knowledge of mapping techniques & methods
- Strong skillset of written and oral communication, critical thinking, and time management.
- Working knowledge of the Microsoft Office suite especially Excel.
- Knowledge of basic land principles and property descriptions is a plus.

**Department:** IT/GIS Department

**Location:** Donald B. Smith Governmental Campus  
110 Old Route 6  
Carmel, NY 10512

**Hourly Rate:**

High School Student	\$11
College Student	\$12
Graduate Student	\$13

**Schedule:** 28 hours/week for 8 weeks