**Job Title:** GIS Intern  
**Manager Contact:** Kate Staley  
**Department/Group:** IT/GIS  
**Date Posted:** April 20, 2016  
**Level/Salary Range:** $13 per hour  
**Posting Expires:** April 29, 2016  
**Position Type:** Part-time Intern  
**Will Train Applicant(s):** Yes  
**Job Location:** 675 East 500 South, Suite 500, Salt Lake City UT 84102-2818  
**Job Hours:** Flexible Monday – Friday (8:00 am – 5:00 pm) – Not to exceed 25 hours per week  
**Job Website:** http://www.trustlands.utah.gov/  

**Resumes Accepted By:**  
**FAX OR E-MAIL:**  
(801) 355-0922 or katestaley@utah.gov  
**Subject Line:** GIS Internship  
**Attention:** Kate Staley  
**MAIL:**  
Kate Staley  
School & Institutional Trust Lands Administration  
675 East 500 South, Suite 500  
Salt Lake City, UT 84102-2818  

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**Job Description**

**ROLE AND RESPONSIBILITIES**

The State of Utah School and Institutional Trust Lands Administration (SITLA) are seeking a GIS Intern for Summer 2016. The Intern will assist the GIS staff in everyday tasks and projects to maintain a functioning database. The following tasks include, but are not limited to:

- Maintenance of GIS records to keep a one to one relationship between the GIS database and the agency Business System
- Map production and printing to fulfill requests from agency staff and the public
- Clean and verify GIS data in preparation for migration into the parcel fabric solution

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

The Intern should have an intermediate level of GIS understanding and successfully completed at least one year of GIS college level courses along with the following:

- Experience with ESRI ArcGIS 10.0 or higher

Preference given to candidates with the following:

- Familiarity with the Public Lands Survey System (PLSS)
- Familiarity with editing in an SDE versioning environment
- Experience with metes and bounds descriptions and using the COGO tool

**ADDITIONAL NOTES**

The start date will be May 9th and will last 16 weeks, with the possibility of an extension.