



Job Posting - GIS Intern

CLOSING DATE: Monday August 14, 2017 at 5:00 p.m.

PAY RATE: \$10.00 per hour

Cottonwood Heights is accepting applications for a highly motivated and detail-oriented individual to perform beginning level work with the city's GIS staff. This is an intern position assisting the GIS staff in updating and maintaining our geographic information system.

Applicants must submit an application to Cottonwood Heights via <https://cottonwoodheightsut.applicantpro.com>

Applications must be submitted electronically. Incomplete applications will not be accepted.

Please direct questions to Heather Sundquist, HR Generalist, 801-944-7022 or hsundquist@ch.utah.gov

The Cottonwood Heights' internship program is geared toward college students seeking to supplement their academic training, and expand their professional knowledge and skills in the GIS and planning field. The GIS Intern is responsible for a wide variety of entry level, current and long-range planning activities; assists in organizing, conducting and presenting GIS research studies; provides administrative support work in the department in order to become familiar with the overall functions of the department; and performs other related duties as assigned. There may be other opportunities to work on GIS database entry and update development, including, but not limited to the following:

- Field data verification including structure addresses, commercial, office, and residential
- GPS collection of field data as needed
- Help with "How to" digital manual(s) on how to use GIS software and/or specific GIS tasks
- Help with developing interactive web maps and applications

The GIS Intern should have some experience in the following:

- Using and editing features using ESRI ArcMap
- Using a Trimble GPS field collection unit
- Basic understanding of the GeoDataBase concept as used in the ESRI ArcMap product
- Basic understanding and knowledge of what GIS is and how it is used.

The GIS Intern is a part-time, non-benefitted position in the Planning Department. **Current or previous study in planning, GIS or related field is required.** Flexible schedule up to 20 hours per week.

Pre-employment drug testing and background check required.

Cottonwood Heights is an Equal Opportunity Employer

The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801 944-7021. Cottonwood Heights does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provision of services.