



## Summer Internship – Project Worker/GIS Intern \$16.25/Hourly

*The City of Xenia is accepting cover letters and resumes for a Project Worker/GIS Internship position. The position will assist the public service and engineering departments with project management and developing a GIS database and utility maps.*

### **GIS Intern Responsibilities:**

- Ability to interpret construction drawings.
- Field data collection and verification.
- Basic understanding of municipal civil engineering.
- Ability to work safely and independently in the field.
- Use of ESRI ArcGIS Software.
- Database creation, management, analysis, and related tasks.
- Create maps for staff and public review.

### **Equipment Used:**

- ESRI Software, Trimble GPS, & MS Office Suite

### **Requirements:**

- Open to students pursuing a degree in civil engineering, geographic information systems, geography, planning, urban studies, or a related field.
- Basic knowledge of GIS Software.
- Must be able to perform assigned field work, walking and climbing on uneven terrain. Will work indoors and outdoors in all-weather including heat and cold conditions.

### **Work Schedule:**

The intern will work a flexible schedule (up to 40 hours/week) during the summer (up to 12 weeks).

### **Application Process:**

Please submit a cover letter and resume to Jackie Potter, Human Resources Director via email at [jpotter@ci.xenia.oh.us](mailto:jpotter@ci.xenia.oh.us).

This position will remain open until filled.