



Summer Internship – Project Manager/GIS Intern \$16.25/Hourly

The City of Xenia is accepting cover letters and resumes for a Project Manager/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.
- Visit construction sites and perform miscellaneous inspections.
- 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.
- A valid driver's license with a clean driving record.

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.

This position will remain open until filled.