

City of Centerville (OH) GIS / Planning Intern

The City of Centerville is accepting applications for a GIS / Planning Internship position to assist the Planning and GIS staff with field and office work. Responsible students pursuing a degree in geographic information systems, geography, planning, urban studies, civil engineering or a related field are encouraged to apply for consideration by Friday, March 13th.

GIS / Planning Internship Position Responsibilities

The Planning Intern will be involved in planning, development, and engineering projects throughout the summer months. Primary duties will include collecting and entering data into GIS for City and Centerville Washington Park District GIS Platforms. Other internship duties include processing and administration of zoning permits, involvement in summer traffic counting program, creating presentation graphics, writing reports, presentation graphics, GIS map and layer creation and participating in land use planning activities. The position requires basic knowledge of GIS ESRI Software. Strong written and oral communication skills, and a commitment to the values and expectations of public service, are also required.

The GIS intern will work a flexible schedule (32-40 hours) for up to 13 weeks. Students working on a bachelor or post-graduate degree in Planning, Geography or a related field is eligible to apply for consideration and should do so as soon as possible. The pay rate for this position is \$13.00 per hour. For non-local candidates, summer housing is available nearby at the University of Dayton and Wright State University. The position does not include a housing stipend.

Application Process

Submit an application by Friday, March 13th to the physical or email address listed below. Applications may be obtained in person or online at www.centervilleohio.gov under Employment. Seasonal positions are not eligible for benefits. Finalists are subject to a pre-employment background check.

Equal Opportunity Employer

City of Centerville
Human Resources Department
100 West Spring Valley Road
Centerville, OH 45458

Phone: 937-433-7151
Fax: 937-428-4718
E-mail: personnel@centervilleohio.gov
Web page: www.centervilleohio.gov