



## **STUDENT GIS/CAD TECHNICIAN JOB DESCRIPTION**

Student GIS technicians will assist with the creation, maintenance and implementation of Ohio University's Facilities Management and Safety, and Design and Construction GIS/CAD needs. Additionally, GIS/CAD technicians will be the backup when available if the Program Manager is unable to perform a utility locate or fulfill a GIS/CAD data request as defined below.

### **Job Functions**

A student GIS technician can or could be assigned to perform one or all the following tasks:

- Capture accurate GPS/GNSS location information for university assets related to but not limited to utility and building infrastructure.
- Draft, digitize, and/or convert existing CAD/PDF documents to create and/or update university small scale documents to then support maps/apps and more.
- Perform simple utility locates using radio frequency survey tools, and field maps containing existing utility infrastructure.
- Assist with archiving project closeout documentation and historical records related to university facilities and assets across all university campuses.

### **Requirements**

GIS technicians will be expected to have some familiarity and/or interest with geographic information systems, structural engineering, design and construction, or a related field. However, the position does not require any prior professional experience with GIS/CAD. Technicians will broaden their understanding and use of Esri's ArcGIS desktop applications and any applicable ArcGIS desktop extensions. In addition, technicians will use Esri's ArcGIS Online cloud platform. This position will also give students working experience with AutoCAD software as it pertains to structural design.

To perform the functions of this position you must be willing and able to carry/lift 25 lbs. over long distances, and sit or stand for long periods of time, and during all seasons to create/capture spatial data which supports the Universities enterprise GIS system.

This position is open to any Ohio University or Hocking College student; however, it might be most intriguing to students who are pursuing degrees in Geography, Engineering, Environmental Science, or any other degree path that is focused on GIS.

This position will provide students with relevant hands-on experience that will prepare them upon graduation for employment as a GIS technician, analyst, and/or specialist. We would like to fill this position as soon as 10/1/2021.

### **Contact**

If you are interested in the position, please send your resume via email to the Program Manager for GIS and Project Support, [drusexton@ohio.edu](mailto:drusexton@ohio.edu). Interested applicants can also send emails with question or requests for additional information.