THE CITY OF
MORGANTOWN
WEST VIRGINIA

Title: GIS Intern (Part Time)
Job Posting Date: July 27, 2022   Status: Nonexempt
Rate of Pay: $15/hour
Reports to GIS Analyst
Application Deadline: August 18, 2022

ANNOUNCEMENT:
We are pleased to announce that the City of Morgantown is accepting applications for a part-time (up to 20 hours/week) GIS Intern for Fall 2022 and Spring 2023. Please message Marvin A. Davis, GIS Analyst, at mdavis@morgantownwv.gov if you have any questions.

DEFINITION/SUMMARY:
Morgantown is hiring a GIS Intern to work under the supervision of the GIS Analyst in the City Manager's Office. This internship will provide real-world experience for those who are learning GIS and mapping to help them excel in a career working with GIS. The GIS Intern will be involved in day-to-day municipal government GIS and will be expected to learn and perform a variety of duties including, but not limited to those listed below.

MINIMUM & PREFERRED QUALIFICATIONS:
Minimum Requirements:
- Must be at least 18 years of age and eligible to work in West Virginia.
- Must have a valid driver's license.
- Candidate is a current, graduating, or recently graduated college student with a degree in geography, engineering, or related field, with current or completed GIS-specific coursework.
- Must be competent with a PC and Windows 10 OS with Microsoft Office.
- Must be competent with an Apple iOS or Android mobile device to collect field data.
- Must be amenable with working in the office and outdoors.
- Must be able to show good problem-solving skills and understanding of geography.
- Must be willing to learn along with meeting goals and deadlines set forth during the duration of the internship.
- Must always present themselves in a professional and respectful manner.

Preferred Qualifications:

- Experience with ESRI's ArcGIS suite of software, including, but not limited to: ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise, along with mobile apps such as ArcGIS Field Maps, Survey123 for ArcGIS, and Workforce for ArcGIS.
- Experience collecting, processing, and exporting data in tabular and spatial formats.
- Strong organizational skills to effectively work on multiple projects across different departments.
- Scripting experience in languages such as Python or Arcade.
- Experience with creating and editing geodatabase schema.

ESSENTIAL DUTIES/EQUIPMENT USED
- Provide support for GIS projects across multiple departments.
- Create maps for print and web distribution.
- Perform data entry and geometry creation.
- Scan, catalog, and georeference paper maps into the GIS database.
- Complete field data collection with mobile device applications (i.e. Survey123 and Collector)
- Perform quality control of all data collected.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position is required to report to the office in Morgantown, WV.

- Operating in climate-controlled office setting and outdoors with varying hot/cold weather conditions with potential hazards including but not limited to water, mud, snow, and ice.
- May possibly interact with the general public depending on location of task being performed
- May lift objects up to 50 pounds
- Sitting, standing, or walking for extended periods of time

*City of Morgantown is an EOE