



Summer Internship –GIS Intern \$20/Hourly

The City of Xenia is accepting cover letters and resumes for a GIS Internship position. The position will assist the engineering and public service departments with improving GIS data and utility maps.

GIS Intern Responsibilities:

- Field data collection and verification.
- Use of ESRI ArcGIS Software.
- Ability to interpret construction drawings.
- Basic understanding of municipal civil engineering.
- Ability to work safely and independently in the field.
- 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 geographic information systems, civil engineering, geography, planning, urban studies, or a related field.
- Applicant must be proficient in ESRI's ArcGIS Pro or ArcMap.
- Basic knowledge of geodatabase management and data editing preferable.
- Tasks may include collecting point locations with GPS, digitizing data from construction drawings, querying databases, creating domains, and publishing layers to ArcGIS portal.
- 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.