

# 2019 Urban/Regional Planning and/or GIS Internships

## *Six (6) Internships Available*

**Timeframes:** Spring 2019 (Jan-May) [2], Summer 2019 (Jun-Aug) [2], or Fall 2019 (Sept-Dec) [2]

**Hours:** 10-20 hours per week; Monday–Friday; flexible

**Wages:** \$10/hour

## What would I do?

Interns work with ARDC staff on a variety of land use, transportation, and GIS projects. Working with these projects allows current students to apply classroom lessons to “real world” situations. During their internships, interns may:

- Assist staff in providing technical assistance to local units of government and citizen groups
- Collect and/or assess data – assist with data gathering (field collection) and database maintenance
- Analyze data – spatial (GIS) and statistical (Excel)
- Write – memos, reports, plan chapters, meeting minutes, etc.
- Research – seek information in support of planning projects
- Design documents and/or maps – work with websites, charts, maps (print & online), spreadsheets, etc.
- Present – give updates and reports to boards and/or committees
- Attend meetings with planning & GIS staff
- Work with the team to support all division projects
- Drive agency vehicle to conduct field work

## Am I qualified?

Qualified internship candidates must:

- Be enrolled at a college or university registered for intern credits—preferably in a Planning, GIS, Geography, or related program (Note: If a specific registration period is closed or not yet open, candidates must sign a letter of intent to register for internship credits at the next available registration period.)
- Have a valid driver’s license
- Have ability to conduct field work outdoors, sometimes in less than ideal weather
- Be able to lift up to 30 pounds
- Be competent with: Esri ArcGIS (ArcGIS Online, ArcMap 10.X Desktop, ArcGIS Pro 2.X), Microsoft Office (Outlook, Word, Excel, and Power Point)

Desired skills that will help interns successfully complete assigned tasks:

- Effective verbal, written, and interpersonal skills
- High quality map making/design skills
- Detail-oriented
- Ability to balance multiple projects
- Ability to work independently in a collaborative work setting

**Deadline to apply: December 7, 2018**

(Please specify spring, summer, or fall internship preference in cover letter.)