

## 2020 Regional Planning/GIS Internship

### *Fall Semester Internship*

**Timeframes:** Fall 2020 (Sept-Dec)

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

**Wages:** \$10/hour

### What would I do?

Interns work with ARDC's Planning Division staff on a variety of land use, transportation, and GIS planning 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
- Specific projects this semester would include: Coastal Erosion Hazard Mapping, Coastal Paved Trails Assessment, North Country Trail Planning, International Falls Transportation Plan, along with various project-specific tasks as assigned

### 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: Microsoft Teams, Esri ArcGIS (ArcGIS Online, ArcMap 10.X Desktop, ArcGIS Pro 2.X), Microsoft Office (Outlook, Word, Excel, and Power Point)
- This position would work remotely. Sufficient internet service is required.

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

### How do I apply?

Visit [www.ardc.org/careers](http://www.ardc.org/careers) and follow the instructions.

**Deadline to apply: September 20, 2020**