



EMPLOYMENT OPPORTUNITY

GIS INTERN

\$15.00 per hour

RECRUITMENT OPEN UNTIL FILLED

Please note: Internship up to 960 hours within a fiscal year. Flexible hours can accommodate school schedule.

Essential Duties and Responsibilities

- Assist in collecting, inputting, and editing GIS data.
- Locate facilities using GPS equipment and input data into the GIS database.
- Create GIS based maps for District staff.
- Perform database queries.
- Assist with analytical and problem solving.
- Assist with GIS and other engineering projects.
- Perform tasks using Oracle or related software for the development of plans.
- Assist in basic understanding of the concepts behind data development in GIS.
- Review customized GIS applications and manipulate data to serve a variety of purposes.

QUALIFICATIONS

A current student or recent graduate of an accredited 4-year college or university with an emphasis in Geographic Information System (GIS) or a related field, and a cumulative Grade Point Average of 3.0 or higher. Practical experience in GIS related work is preferred.

KNOWLEDGE AND ABILITY REQUIREMENTS

Knowledge of:

- GIS and related software
- General engineering and planning concepts and principles.
- Excellent written and verbal communication skills.
- Advanced Microsoft Office skills (Word, Excel, PowerPoint).
- Advanced English usage, spelling, grammar, and punctuation.
- GIS based hydraulic modeling (desirable).

Ability to:

- Demonstrate experience in using GIS for mapping, land use planning, and other related applications.
- Effectively manage personal work schedule to meet department objectives.
- Learn new software and processes.
- Demonstrate strong attention to detail.
- Work independently and in groups.

HOW TO APPLY: Applicants must complete and sign an original EVWD employment application and submit a current resume. Applications are available at EVWD, 31111 Greenspot Rd. Highland, CA 92346, or on the District's website at www.eastvalley.org. Applications may be submitted to EVWD in person, by fax to (909)784-0286, by email to hr@eastvalley.org, or by mail. Applications must be received by the final filing date.

SELECTION PROCESS: All applications will be screened and candidates who best match the needs of the District will be invited to compete further in the selection process which may include a written and oral interview(s).

