

Job GIS Intern
City of Cambridge IT Department

Posting Date: 08/12/21

Closing Date: until filled

The City of Cambridge is looking for a part-time GIS Intern. The major theme of this position will be working on a project with Census data to establish new voting districts in Cambridge. Other work will include data maintenance and review, day to day operations in GIS, and working on the City's 3D GIS program. The ideal candidate will have at least one year's experience using ESRI ArcGIS Desktop, including data editing workflows, worked with relational databases, and has experience with Census data. Only individuals with proven, hands on GIS experience will be considered.

Essential Duties and Responsibilities

- Assist GIS staff with 2021 Election Commission Re-precincting project using 2020 US Census data.
- Maintain, edit, and develop maintenance procedures for citywide geodatabases using ESRI ArcGIS software.
- Work with the City GIS staff to ensure that newly developed databases and map products meet City GIS standards for accuracy, content, and documentation.
- Assist with the development and maintenance of 3D data, applications, and visualizations.
- Work with GIS user departments in meeting GIS project, analysis, and mapping needs.
- Work with relational databases including SQL Server and Access.
- Provide user support for ArcGIS questions, projects, etc.

Minimum Qualifications

- Enrolled in or completed bachelor's degree program with major course work in GIS, Geography, Cartography, Land Sciences, Computer Science or related subject area.
- Minimum 1-year experience in using ESRI's ArcGIS Desktop software.
- Experience in data manipulation and analysis using relational databases.

Knowledge, Skills and Abilities

- Excellent communication, interpersonal and analytical skills
- Ability to work with other IT staff in integrating databases and technologies.
- Ability to work with other non-IT staff in determining specific GIS project and department needs
- Strong organizational skills
- Knowledge of ArcGIS Pro, SketchUp, Python, AR, VR, or VR development software is a plus

Salary range

\$20 per hour

Hours

20 – 37.5 hours per week.

Please provide a cover letter and resume and e-mail to:

GIS-Recruiting@cambridgema.gov