

Date Posted: June 24, 2016

**City of St. Charles  
Employment Opportunity**

**Geographic Information Systems (GIS) Internship  
Part time – year round**

**Hours**

Approximately 20 - 24 hours per week when school is in session (during normal business hours (Monday through Friday, 8 am - 4:30 pm) and 40 hours a week during summer and school breaks.

**Job Description**

This position will assist the GIS team with data collection, maintenance, and general support of the City's geographic information system. Primary responsibilities include field inspections, GPS data collection and support, GIS integration with a new Records Management system – LaserFiche, aerial photo interpretation, and map production for various City projects.

**Requirements**

Effective written and oral communication skills, including the ability to read, interpret, and explain complex concepts and requirements clearly and concisely. Experience with ESRI software, GPS equipment and data collection software are preferred.

Applicants must be enrolled as a full-time college student with a minimum sophomore standing for the fall of 2016, earning a degree in Geography, Computer Science, Engineering, or related field. Documentation of full-time student status from the school will be required upon hire. Applicants must possess a valid driver's license.

Employment is contingent upon passing a background check, physical, and drug screen.

**Salary**

This position pays \$10.50/hr

Apply on line at [www.stcharlesil.gov/jobs](http://www.stcharlesil.gov/jobs).

**Applications will be accepted until the position is filled.**

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4446.

**The City of St. Charles is an Equal Opportunity Employer.**