

Academic Internship – Campus GIS Technician

Facilities Management – Cleveland State University

The Grounds Team is seeking undergraduate students to participate in the Campus Enterprise GIS initiative at CSU. Selected students will receive on-the-job training, gain valuable practical experience, and participate in cutting-edge applications of GIS for institutional management and service to the campus community.

Job Responsibilities:

Under direction of the Grounds Crew Superintendent and Staff:

- Perform data entry, maintenance and accuracy of the production of GIS data related to the Cleveland State Campus
- Produce maps, diagrams, inventory catalogs, and reports documenting GIS data
- Research and apply new developments in GIS technology and assist in GIS application development tasks.
- Provide assistance with field surveying and data collection.
- Assist campus data managers with additional aspects of project management and data development.

Specific examples of assigned work may include:

- Conducting data entry and creating, updating, or expanding campus GIS datasets. Produce maps, diagrams, inventory catalogs, and reports documenting GIS data
- Preparing data layers and geodatabases for use with standardized symbology and data model templates.
- Adding data layers to web applications, including the public Campus Tree Map
- Updating our Campus Tree Map
- Developing a campus wide irrigation Map

Hours of Work and General Working Conditions:

Weekly internship hours are based around the student's academic commitments and internship course requirements. A typical workweek includes 12-20 hours per week in the office or in the field. The scheduled hours can be flexible to allow for other academic commitments. The grounds standard hours are 6:30am to 3:00pm.

Qualifications:

Applicants should have a minimum of successfully completing Introduction to GIS (UST485/585) or equivalent. This position requires using ArcGIS Desktop, ArcGIS Online, and mobile data collection hardware. Preference for applicants who have successfully completed Methods of GIS (UST486/586).