



POSITION ANNOUNCEMENT

GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERN

The Village of Wilmette is seeking self-motivated individuals with positive work ethics to fill the GIS Internship position in the Engineering & Public Works Department. This position will work 40 hours per week, Monday through Friday for a 10-week period during the summer months.

General Responsibilities

The person in this position works under the general direction of the Deputy Director of Public Works and will assist in building out the Public Works GIS Database. As an Intern, you will be utilizing Collector for ArcGIS to create and maintain digital data layers. Tasks include, but are not limited to, updating the spatial locations of built infrastructure, maintaining data information through related tables, extracting data from various sources, and database management; and any other related tasks as assigned.

Position Requirements

The successful candidate will be enrolled in a general Engineering, Urban Planning, Geography or a similar program, and have an interest in pursuing a career in a related field. The candidate must have a valid driver's license, the ability to work in a fast-paced environment, and strong customer service skills. Knowledge of Microsoft Word and Excel, and Esri products such as ArcGIS Desktop 10x, ArcGIS Online and Collector are preferred. Position requires working outdoors and extensive walking.

Hourly Wage

The starting hourly rate is \$16.82/hr.

Selection Process

Candidates should be prepared to undergo a background investigation and driver's license records check. Interested candidates must complete a Wilmette employment application which can be downloaded from the Village's employment opportunities webpage at: <https://www.wilmette.com/government/employment-opportunities>.

Applications should be submitted with a cover letter and resume to HumanResources@wilmette.com. Paper submissions will not be accepted. The position will remain open until filled. Questions should be directed to Guy Lam, Deputy Director of Public Works at lamg@wilmette.com.

The Village of Wilmette is an Equal Opportunity Employer