

City of Chicago
Rahm Emanuel, Mayor



DEPARTMENT OF INNOVATION AND
TECHNOLOGY

NOTICE OF JOB OPPORTUNITY

VOLUNTEER/INTERN GIS TECHNICAL – DoIT/Geographic Information Systems UNPAID

DESCRIPTION: Volunteer/Intern will assist with tasks such as editing GIS datasets (such as building footprints) using ArcGIS software, converting large datasets into GIS data, testing and writing documentation for websites and services. This may involve working with different City Departments to coordinate updates or to communicate editing standards.

DoIT/GIS seeks a candidate who is detail-oriented, highly organized and dependable with strong interpersonal communication skills and the ability to learn independently. Applicants should also have experience with ESRI ArcGIS products and general database skills. Interns should be available for a minimum of ten weeks and to work up to 20 hours per week.

MINIMUM QUALIFICATIONS: Must be a current college level junior, senior or graduate/school student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale. . Student must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency throughout the duration of internship, with the exception of academic breaks, i.e. summer.

NOTE: Students must maintain the require GPA throughout the duration of their internship. Internships are limited to one academic year. Students are limited to working an internship (lasting no more than one academic year) per City Department.

PREFERENCE: Volunteer/Interns familiar with ESRI ArcGIS products and who have general database skills will be given preference.

NOTE: All projects assigned are confidential with time-sensitive deadlines.

NOTE: Cover Letter (noting "Department of Innovation and Technology/GIS Internship"), Official/Unofficial Transcript and Enrollment Verification from school currently attending and Resume will be required at the time of application and **MUST** be submitted together as a packet.

These are temporary positions.

SALARY: This is an UNPAID opportunity

CLOSING DATE: Open Until Further Notice

INSTRUCTION: Interested candidates should send as a packet the following: Cover Letter (noting "Department of Innovation and Technology/GIS Internship"), Official/Unofficial Transcript and Enrollment Verification from school currently attending, Resume and Writing Sample to:

Department of Innovation and Technology
50 W Washington Street
Room 2700
Chicago, IL 60602

If you are a person with disability and require a reasonable accommodation in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312 744-4976 (voice) or 312 744-5035 (TTY). You may be required to provide information to support your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY EMPLOYER
