

## **Greenwood Utilities – Greenwood, Mississippi**

### **GIS Intern (Summer 2025)**

Greenwood Utilities is seeking a creative and motivated student or recent graduate to fill our paid, temporary full-time GIS Summer Internship Program. This internship offers an opportunity to gain experience in building, maintaining, modifying, and using geographic information systems (GIS) databases, providing user support, creating and editing desktop GIS data, transcribing information from hard copy documentation into GIS, creating maps for other departments, and collecting field data using ArcGIS.

The GIS intern will report to the Operations Support Department Lead and Department Head at Greenwood Utilities.

Compensation is dependent on experience and includes 40 hours per week, beginning mid-May and ending in early to mid-August depending on student availability. Pre-employment drug screen and background check are required.

**Applications will be taken until the position is filled.** Interested individuals should apply by sending a letter of interest and resume to **shelleyw@greenwoodutilities.com**.

### **Principal Duties and Responsibilities**

- Assists with the collection, input, and mapping of GIS data.
- Prepare, collect, organize, and input data to maintain and enhance GIS including field research and GPS data collection and processing.
- Use mobile device to capture data using Field Maps or other mobile mapping applications.
- Ability to review and identify missing, incorrect, or questionable GIS data, as well as identify and repair quality issues within existing GIS data.
- Coordinate mapping project activities with other personnel or departments.
- Assist in the development of GIS standard operating procedures and best practices.
- Continue to develop expertise in GIS. Participate in workshops and training related to new/evolving GIS technology.
- Performs other related duties as assigned.

### **Knowledge/Skills**

- Demonstrated basic computer literacy and competence.
- Excellent written and oral communication skills.
- Demonstrated time management skills; ability to manage multiple projects and deadlines.
- Knowledge of personal computing and Windows based software applications such as Windows, Microsoft Word, and Excel; and internet skills
- Ability to learn and understand the basic water and electric network structures.
- Demonstrate basic knowledge of Esri ArcGIS suite of Products, specifically ArcMap and/or ArcGIS Pro with a focus on creating and editing GIS data.

### **Experience/Education**

- All applicants will be considered; however, preference may be given to students majoring in GIS, Drafting/Design/Engineering, Geography, Geology, or a related field.
- Knowledge of Computer-aided drafting (CAD), GPS devices, and GIS are a plus.

### **Required Qualifications:**

- Must be at least 18 years old.
- Shall possess and maintain a valid motor vehicle operator's license.
- Must have residential availability within 30 – 45 miles radius of Greenwood, MS.

### **Work Environment:**

- Works in an office environment.
- Works in a field environment.