



TRANSPORTATION FOUNDATION OF LOS ANGELES



## GIS Intern (Paid)

### DESCRIPTION

- **What interest or knowledge should the intern possess?**

Ability to acquire basic understanding of current administrative policies and procedures at the Bureau of Street Services; basic customer relations and telephonic courtesies.

- **Describe the general assignments and projects the intern(s) would be doing.**

Working under the direction of the Division Manager's office, the intern would be responsible for developing the necessary files to provide digital mapping using ArcGIS 10.2 of various roadway and street segments within the City of Los Angeles.

- **What are the required skills the intern(s) must possess?**

Basic computer skills such as email, Microsoft Office and Windows operating system; working knowledge or familiarity with ArcGIS 10.2; ability collaborate with a team of diverse talents to achieve a common goal for the greater good.

**Currently enrolled students with a 3.0 minimum GPA are encouraged to apply** by sending a resume, cover letter, and a copy of your unofficial transcript verifying GPA. Send applications to [TFLAinternships@gmail.com](mailto:TFLAinternships@gmail.com).

**SALARY:** \$18/HR

**HOURS:** 15-29 HRS/WEEK

**LOCATION:** Downtown Los Angeles

**DESIRED CLASS LEVEL(S):** Junior, Senior, Graduate Student

**QUALIFICATIONS:** Computer Science Majors with 3.0 or higher GPA's and minimum six months until graduation.

**Contact info:**

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