



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.

SALARY: \$17.50/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:

Alan Monkawa

Director of Programs

Transportation Foundation of Los Angeles

1816 S. Figueroa St.

Los Angeles CA, 90015

(626)432-7217 office

(323)810-8865

TFLAinternships@gmail.com

Website: TFLA.US