



TRANSPORTATION FOUNDATION OF LOS ANGELES



## GIS Intern (Paid)

### DESCRIPTION

- **What interest or knowledge should the intern possess?**
  1. Fundamental understanding of geographic information systems (GIS) and cartography.
  2. Knowledge of public policy, urban planning, geography, or related fields; Specific interest in road networks, transportation, or infrastructure is appreciated but not required.
  3. Ability to acquire basic understanding of current administrative policies and procedures at the Bureau of Street Services.
  4. Basic customer relations and telephonic courtesies.
- **Describe the general assignments and projects the intern(s) would be doing.**
  1. Working under the direction of the Division Manager's office, the intern would be responsible for developing data and digital maps of various roadway elements within the City of Los Angeles (using ArcGIS Pro and ArcGIS Online).
  2. Data creation/cleaning/processing, locating and evaluating external datasets, and performing research relevant to GIS or work-related topics.
- **What are the required skills the intern(s) must possess?**
  1. Working knowledge of ArcGIS Pro for data processing and map creation; experience with ArcMap may be considered.
  2. Experience with ArcGIS Online or other online mapping platforms (optional).
  3. Familiarity with Python/SQL/Arcade for the purposes of ArcGIS automation or data processing (optional).
  4. Spreadsheet or database experience (optional).
  5. Basic computer skills such as email, Microsoft Office and Windows operating system.
  6. The ability to 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 *send resume and copy of your unofficial transcript verifying GPA. Please include a work sample i.e. Standalone maps, or GIS related papers/reports. Send applications to [TFLAinternships@gmail.com](mailto:TFLAinternships@gmail.com). \*Must include graduation date, major, and GPA on resume.***

**SALARY:** \$19/HR

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

**LOCATION:** Downtown Los Angeles

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

**QUALIFICATIONS:** *Majors in Geography, Public Policy, Urban Planning, GIS Minors and related fields with a 3.0 or higher GPA and minimum one year until graduation.*

### **Contact info:**

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