



Town of Jamestown, Rhode Island

Engineering/GIS Office

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Summer 2017 Internship Position

The Town of Jamestown, Rhode Island is interested in hiring a college student with natural resource, civil engineering or GIS background for a summer internship. The position will be for approximately thirty (30) hours per week between May/early June and August 2017. The pay rate for this internship is \$12-15 per hour, based upon experience and education.

The position will provide support for the Engineering, DPW and GIS programs. The role involves a variety of tasks including data entry, infrastructure assessment and database design. Fieldwork to conduct inspections and obtain infrastructure data is required. The intern will be expected to work independently but with the goals and objectives established by the supervisor.

The following skills are required:

- Ability to use Geographic Information System (GIS) mapping software and GPS unit
- A moderately advanced understanding of ArcGIS, including adding Excel spreadsheets to ArcMap
- Experience with Microsoft office products, particularly Excel and Word
- Strong data entry and quality control ability
- Excellent organizational skills
- Positive attitude and good communication skills
- The ability to obtain data from engineering documents

To apply, please submit a resume, cover letter, and contact information for one academic or professional reference to jlambert@jamestownri.net. Successful candidates will be contacted to schedule an interview. Review of applications will begin immediately and continue until the position is filled. The Town of Jamestown is an Equal Opportunity Employer.

Jean Lambert
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835