

JOB DESCRIPTION

Position Title: Information Technology – GIS Mapping Intern

Department: Engineering and IT

Reports To: IT Administrator

FLSA Status: Hourly

Education Requirements: Pursuing education in the Information Technology field.

Experience Requirements: Pursuit of IT education and career field. IT classroom and work experience is appreciated.

Physical Requirements: Ability to sit at a workstation for long periods of time. Ability to lift 50lbs.

Summary: IT – GIS Mapping Intern will support IT department in new hardware setup and be a front-line help desk resource.

The intern will be taught how to develop and maintain the Cooperative's geographical information system. This includes managing all GPS projects and maintaining the mapping database. This position is called upon to create specialized maps and also create/edit AutoCAD drawings for the engineering staff. These critical skills can be taught to developing IT candidates.

Strong communication and interpersonal skills are needed for this role within the organization for the internal help desk. Can work independently as well as be detail-oriented and organized.

This job description is no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.