

Geographic Information Systems (GIS) Intern

Division/Unit: Geographic Information Systems (GIS)	Supervisor: Timothie Biggs, <i>Project Coordinator,</i> <i>Geographic Information Systems Division</i>
# of Positions: 1	Preferred Education Level: Graduate program level preferred in geography, GIS certificate program, urban planning, or computer science background preferred.
Background on Project: The New York City Office of Emergency Management's Geographic Information Systems (GIS) Division collects and maintains a diverse range of GIS data sets for use in emergency planning and emergency response, producing reliable maps and tables to assist incident commanders, planners, and other decision makers. OEM has developed several applications for maintaining this data and serving out these products as needed. In 2013 the GIS Division is undertaking a pilot project to test ArcGIS Online as an additional tool for sharing maps and data.	
Description of Project/Intern Responsibilities: Selected applicant will assist the Project Coordinator to research, test and evaluate the potential of ArcGIS Online. Tasks will include learning about all aspects of ArcGIS Online, assisting with creation of web maps, and creating and managing supporting documentation. Selected applicant will assist in investigating existing web application templates for their suitability and ease of use. Selected applicant will keep up to date on developments with ArcGIS Online and help troubleshoot using existing help documentation, blogs and user forums.	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Experience using ArcMap 10.x or 9.3• Experience with ArcGIS Online, ArcGIS Explorer or similar web map applications desirable• Experience working with GIS data sets• Good working knowledge of Microsoft Excel and PowerPoint• Strong organizational skills and attention to detail• Strong self-initiative <p>This is an <u>unpaid</u> internship for the summer 2013. All final candidates are required to pass a background check. For additional information on NYC OEM, please go to www.nyc.gov/oem.</p> <p>The OEM 2013 Summer Internship Program is June 3rd - August 9th.</p>	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	
Only those applicants under consideration will be contacted.	

