



Community Development Department

Job Posting

GIS/GPS Intern Village of Bellevue, Brown County

A progressive community within the Green Bay Metropolitan Area, the Village of Bellevue is a community of 16,715 residents poised for significant residential and continued economic growth. Bellevue is seeking to hire a **part-time, seasonal, paid, GIS/GPS Intern** for the summer. The internship is an excellent opportunity to learn about municipal GIS, Asset Management Systems (AMS), Permitting, Code Enforcement, Planning Systems and data management.

Under the general direction of the GIS/IT Manager, functions as the GIS/GPS Intern. The Intern will assist with the development, design and data collection of municipal utility, land use, park, tree, facility, asset, information.

The Intern performs routine and entry-level technical, geographic information systems and global positioning systems work in this position. In addition, the Intern will gain experience in Asset Management, planning, code enforcement and permitting systems. The Intern will also help develop story-maps, dashboards, new datasets, and aid with upkeep of Bellevue's existing datasets.

No employee benefits are offered with this position. The internship is a seasonal part-time position. The hours are very flexible and must work a minimum of 35 hours per week, except during holiday weeks.

QUALIFICATIONS SUMMARY

Applicant must have an intermediate understanding of the use and operations of ESRI ArcGIS products about ArcPro, ArcMap, ArcGIS Online, ArcGIS Story Maps, Dashboards, ArcCatalog, geodatabases and spatial extensions; GPS, laser rangefinder, large/small format scanners, the methods, techniques and procedures used in the maintaining, editing and production of geographic data and mapping.

Must be a college Junior or Senior level undergraduate student, a first or second-year graduate student, or a recent undergraduate/graduate student who majored in geographic information systems, civil technician (2 Year Program), urban planning, land conservation, or environmental science.

HOW TO APPLY

The applicant for this position must submit a cover letter, resume, college courses completed pertaining to major, GPA & fill a job application to:

Human Resource: GIS/GPS Intern
2828 Allouez Ave, Bellevue, WI 54311
Email: Employment@VillageOfBellevueWI.gov

All material must be submitted no later than March 29, 2024.

Interviews will be scheduled for Mid-April.