**Summary:** The ITS – GIS Internship Program is designed to recruit ODU students majoring in Geography/GIS, the Sciences, Engineering, Computer Science, or related fields. The program provides a viable part-time work experience that assists students in making connections between textbook knowledge and real world geospatial experience.

**Position Description:** Provide support for data collection and entry into ODU’s campus geodatabase. The goal is to expand and maintain our current inventory of assets to enhance University Facilities Management, Parking, Emergency Response, Materials Management, and other administrative functions. Related activities will include field work to collect and verify assets and creation of cartographic reports for use by University staff/faculty and members of the general public.

**Minimum Qualifications:** Must have a moderate technical familiarity (i.e. “power user” level) with PC computing systems with some experience in data creation and editing using ArcGIS Desktop software, basic database management, GPS hardware use, and proficiency in Microsoft Office applications (Word, Excel, Powerpoint, etc.). Students may be enrolled in either an undergraduate or graduate program in Geography, the Sciences, Engineering, Computer Science or a related field.

**Duties will include:**
- direct (field) and indirect University facility/asset data collection
- geocoding source data from various formats into usable geospatial data
- managing data processing steps to provide timely data deliverables
- implementing geodatabase schema changes and adjustments
- producing cartographic products by request for use by University staff and faculty

**Position Information:** Candidates will work 10 to 20 hours per week between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, for approximately 15 weeks (to coincide with each semester). Flexibility for school schedules is allowed and actual working hours may vary.

**Compensation:** Paid Internship administered by the ITS Student Worker Program (see attached guidelines). $10 per hr.

**Application Procedure:** All interested applicants should e-mail a resume, cover letter, and college transcripts (unofficial is acceptable) to George McLeod at gmcleod@odu.edu. Incomplete applications will not be considered for the internship program. Interviews will be scheduled for qualified applicants.

References may be requested at time of interview. If you have any questions regarding this posting, please contact George McLeod via email or phone at (757) 683-6752.

**Application Deadline for:**
- Spring Semester: December 13
- Summer Semester: April 7
- Fall Semester: July 30