



JOB DESCRIPTION

POSITION TITLE: GIS SUMMER STUDENT
REPORTS TO: IT MANAGER
CATEGORY: STUDENT – 35 HOURS/WEEK
EMPLOYMENT DATES: MAY 01 TO SEPTEMBER 1ST, 2023 (17 WEEKS)
HOURLY RATE: \$19.00

POSITION SUMMARY:

Loyalist Township is now accepting applications for a GIS Summer Student. The primary focus of this position will be to assist the GIS team in the creation, editing and maintenance of spatial and attribute data. With the support of the GIS Technicians, the GIS Student will assist in the delivery of geomatics services to staff using various data tools. This is an excellent opportunity for students enrolled in a GIS program.

EDUCATION, SKILLS, TRAINING:

- Enrolled in a GIS program at a recognized Community College or University and planning to return in the Fall of 2023
- Advanced written and analytical skills
- Experience in ArcGIS, Word, Excel, Adobe Acrobat, and database software.
- GPS and/or GIS systems experience would be considered an asset.
- A valid class "G2" driver's license and a satisfactory driver's record is required.
- Access to a reliable vehicle

KEY RESPONSIBILITIES AND DUTIES:

- Assist the GIS team with the creation, editing, and maintenance of spatial and attribute data.
- Support the GIS Technicians with delivering geomatic services to staff including:
 - GPS and related data collection activities,
 - Creating ArcGIS services,
 - Undertaking geospatial analysis,
 - Updating metadata information and.
 - Assisting with map creation.
 - GIS data entry.

WORKING RELATIONSHIPS:

Internal

Daily communication with Township employees

External

Occasional interactions with Township residents and visitors

WORKING CONDITIONS:

Normal office-type environment (may be in office or other municipal buildings). May be seated for long periods (3-4 hours).

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Please submit an application along with your cover letter and résumé using the Apply Now button below **by Sunday, February 5th at 11:59 PM**. Interviews to be scheduled in the weeks of February 13-17th and 20th-24th.

APPLY NOW!