



## JACKSON COUNTY

### Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

# Employment Opportunity

Please post in a location accessible to all employees

<b>Position:</b>	<b>GIS Intern</b> <i>Temporary, Part-Time or Full-Time (no benefits)</i>		
<b>Department:</b>	GIS		
<b>Description of Duties &amp; Responsibilities:</b>	The primary activities for the intern will be assisting with mapping underground utility assets using a GPS unit, as well as scanning, georeferencing, and mosaicking historical aerial imagery. If time allows, other duties may include developing web mapping applications, creating custom maps, and assisting with other day-to-day activities in the GIS Department. The intern will gain valuable insight and experience into a variety of GIS tools and software. This will be a 12-week summer internship.		
<b>Education &amp; Experience Requirements:</b>	High school diploma or GED and a valid North Carolina driver license. Additionally, the candidate should be currently enrolled in, or have recently completed, an undergraduate or graduate program in geography, environmental science, engineering, urban planning, or a related field. The ideal candidate should be proficient in ESRI ArcGIS. The position will regularly involve fieldwork, operating a personal computer and mobile device, various software programs such as ESRI ArcMap and MS Office, operating standard office equipment, oral and written communication, and interpersonal relations. Hours worked are flexible up to 40 hours per week, but not exceeding 480 hours total.		
<b>Starting Salary:</b>	\$ 12.00 per hour		
<b>Anticipated Employment Period:</b>	Late May 2020 through mid-August 2020		
<b>Application Requirements:</b>	Submit a completed Application for Employment (PD107) to: <table><tr><td>Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779</td><td>NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779</td></tr></table>	Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779	NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779
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<b>Closing Date:</b>	<b>March 9, 2020</b>		

The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

**Jackson County is an Equal Opportunity Employer**  
*Pre-employment drug screen and criminal background checks are required*  
*Jackson County participates in the federal [E-Verify](#) program*