

Department of Information Technology & GIS

Geographic Information Systems Intern

Role and Responsibilities:

- Work on GIS projects as assigned.
- Create new GIS datasets based upon existing standards.
- Edit existing geodatabases.
- Acquire, download, correct integrate & document GPS data from the field to existing or new GIS datasets.
- Data entry into a GIS related database.

Qualifications and Education Requirements:

Must be enrolled in College or Graduate school at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Near completion of BS/MS degree in a land-based science discipline or GIS focus area.

Preferred Skills:

- Working knowledge of ArcGIS desktop and/or ArcGIS Online
- Basic knowledge of mapping techniques & methods
- Strong skillset of written and oral communication, critical thinking, and time management.
- Working knowledge of the Microsoft Office suite especially Excel.
- Knowledge of basic land principles and property descriptions is a plus.

Department: IT/GIS Department

Location: Donald B. Smith Governmental Campus
110 Old Route 6
Carmel, NY 10512

Hourly Rate:	High School Student	\$12
	College Student	\$13
	Graduate Student	\$14

Schedule: 28 hours/week for 8 weeks



PUTNAM COUNTY

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IN LEADERS OF
TOMORROW

10/2025