

MOVING AMERICAS ENERGY

STUDENT INTERNSHIP PROGRAM

ENVIRONMENTAL P&C GIS INTERN



PORT **CORPUS CHRISTI**®



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Port Corpus Christi Student Internship Program is designed to further enhance a student's skills and knowledge in a professional work environment, which offers guidance and practical On-the-Job experience.

This position is under direct supervision of the Director of Environmental Planning and Compliance and assists with maintenance of the Port's GIS (ArcGIS platform), including adding layers and inputting and verifying data.

MINIMUM QUALIFICATIONS

This is an internship position. Candidates shall be attending an accredited college or university with a major/minor in GIS; demonstrated written and oral proficiency in the English language; proficiency in Spanish preferred. Strong writing, editing and graphic communication skills, organizational and time management skills; ability to operate a personal computer and a variety of programs, office equipment, and internet. Must deal effectively with the public and varying levels of management.

REQUIREMENTS

- Student enrolled in a college or university in pursuit of an Associate, Bachelor, or Graduate degree at an Accredited Institution.
- Current class standing at Sophomore or above.
- Cumulative GPA 2.75 or above.
- Must be 18 years of age or older.
- Must be authorized to work in the U.S. without sponsorship or visa.

ENVIRONMENTAL FACTORS

General office environment / field environment with likely exposure to adverse weather conditions.

ADDITIONAL PHYSICAL FACTORS

While performing duties employee is regularly required to sit, speak, listen, use hand finger movements; occasionally required to stand, walk, reach, stoop, kneel and lift and/or move up to 40 pounds. Use of steel toe boots, safety glasses, hard-hat, high-visibility vest required in field environments.

ESSENTIAL FUNCTIONS

- Assists with overall maintenance of GIS.
- Update existing GIS layers using data recorded on field notes and other sources and creating associated shapes.
- Create new layers in GIS using data collected from multiple sources.
- Tests functionality of various layers on GIS.
- Performs quality assurance and quality control checks on existing data and shapes in GIS.
- Provides clerical and minor administrative tasks.
- Establishes and maintains necessary office files in accordance with existing filing systems.

OTHER

- Adheres to Port Policy and maintains good employee relations.
- Complete assigned tasks and works required hours/shifts fulfill Port objectives.
- Perform other related duties as assigned.

EXPECTATIONS

- Ability to work a maximum of 25 hours per week within an 8am to 5pm, Monday thru Friday workweek.
- Completion of Project Portfolio and Presentation

PROGRAM INFORMATION

- Internship offered during the Fall, Spring, or Summer semesters part time.
- Internship is PAID and does not require course credit.
- Housing/transportation assistance is not provided by the internship program.