

**MONTANA FISH, WILDLIFE & PARKS**

**INTERN PROGRAM ANNOUNCEMENT**

**EMPLOYER:** Montana Fish, Wildlife & Parks

**CONTACT PERSON'S NAME/TITLE:** Dawn Anderson/Geographic Data Services Bureau Chief

**ADDRESS:** FWP Annex 1625 11<sup>th</sup> Avenue

**CITY:** Helena

**STATE:** MT

**ZIP:** 59601

**PHONE:** 406-444-3373

**EMAIL ADDRESS:** dawanderson@mt.gov

**DATE OF ANNOUNCEMENT:** Friday, January 6, 2023

**APPLICATION DEADLINE:** Friday, February 17, 2023 at 5:00 PM (postmarked)

**\*\*STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE\*\***

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**POSITION TITLE:** GIS Analyst Intern

**# OF POSITIONS:** 1

**LOCATION(S):** Helena

**WORK START/END DATES:** May 15, 2023 – August 18, 2023

**HOURS/WEEK:** 30-40

**TOTAL HOURS FOR INTERNSHIP:** 480

**TRAINING/ORIENTATION DATES:** May 15, 2023

**COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):**

\$12.00 per hour

**POSITION DESCRIPTION/SCOPE OF WORK:**

Montana Fish, Wildlife & Parks Geographic Data Services Bureau is looking for a high energy, creative, GIS Analyst Intern. You must be enthusiastic, ambitious, and enjoy working in a team environment. Additionally, you need to be analytical, detail oriented, possess a strong work ethic, have a positive attitude and excellent people skills. This is an excellent opportunity to get GIS work experience in a mature GIS environment with a focus on natural resources data.

The GIS Analyst Intern will assist the Geographic Data Service Bureau with projects focused on cartography, development of spatial data and map products. The position's duties include data management, applying standardized symbology, development of templates, data analysis, configuring mapping applications, and map production.

**SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):**

GIS software Basic & Advanced Skills – Knowledge of the practical application of the principles, techniques, and procedures associated with geographic information mapping and analysis. Knowledge and experience with GIS software, applications, tools, and resources, including geoprocessing, and the ESRI suite. Knowledge of cartographic design principles and standards. Experience with data editing, symbology and labeling required.

Data Management - Basic Skills– Understanding of relational databases. Knowledge and ability to access, query and manipulate both spatial and tabular data. Ability to detect relationships between multiple data sources and evaluate for practical problem solving.

Natural Resources Basic Knowledge - Knowledge of biology or natural resource management principles, practices, and methods and/or closely related field.

Office Suite Basic and Advanced skills - Working knowledge and experience with word processing, spreadsheet, email/calendar and Teams software.

Programming Basic Knowledge - Basic understanding of Python.

Suggested majors: Geographic information science, geography, computer science, natural resources, fish/wildlife biology or management

**APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):**

Resume, cover letter, 3 professional references and answers to the following questions in a separate document:

1. Please provide a brief description of a GIS project you have completed that demonstrates your experience with developing, maintaining, analyzing GIS data, creating GIS layers or building map products.
2. What skills do you hope to gain from this experience, and how do you hope to apply them to your professional goals?

**ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)**

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