Internship Objectives
• Provide work experiences related to transportation planning to ensure that Scottsdale neighborhoods/businesses/visitors are provided an accessible, environmentally sensitive, safe and efficient transportation system
• Exposure to multiple aspects of transportation planning and city government
• Increase working knowledge of GIS desktop applications

Description of Internship

Compensation
The internship is an **unpaid** position. Students will be **required** to earn academic credit.

Duration/Schedule
• Length of Internship – Fall 2018 semester or when credit hours have been met. Internship equates to 140 hours for 3 credits
• Office hours and work Schedule – Office policy sets business hours of 8:00 a.m. to 5:00 p.m. Monday – Friday, excluding holidays
• Schedules will be determined based upon student availability and project assignments

Requirements/Qualifications
• Enrolled in a minimum of a Bachelor’s degree level program with an emphasis in planning or a closely related field and have completed at least two years of college level study
• Provide the city of Scottsdale the necessary documentation to qualify for the internship
• Have basic level skills in ArcGIS 10.4.1 desktop application
• Ability to write, edit and conduct research
• Effectively communicate verbally with co-workers and others one-on-one and in-group settings
• Establish and maintain effective working relationships with co-workers, supervisor and the general public
• Ability to conduct field investigations and collect data
• Must have a valid driver license

Work Plan
A work plan will be developed within the first week of the internship. The work plan will define tasks and time frames for the intern’s assignments and define a schedule for other work items and training activities. Assignments will be determined by the senior staff member assigned to manage the intern. Potential assignments are listed below.
• Creation and maintenance of GIS databases
• Conduct asset inventories
• Create GIS maps to demonstrate to staff or the public current or proposed conditions
• Perform field visits to collect spatial data
• Attend and potentially participate in open house or public meetings

Please submit cover letter and resume via e-mail to:
Greg Davies at [gdavies@scottsdaleaz.gov](mailto:gdavies@scottsdaleaz.gov)
Questions regarding this internship please contact Greg Davies at 480.312.7829 or by e-mail.