

**Office of Leadership Investment**  
**Ad-Hoc Department Intern Request Form**

Print Form

To request interns throughout the academic year  
Request will be posted to the Experience Philadelphia website

**Department :** Streets

**Contact Person:** Andy Mehos

**Email Address:** andy.mehos@phila.gov

**Phone Number:** 215-686-5186

**Fax Number:** 215-686-5182

**Applicant Education Level:**  High School  College  Graduate School  Other

**Beginning Date:** April 4th 2010

**End Date:** September

**Hours per Week:** 20-37.5

Paid  Unpaid  Willing to accommodate Work Study or School Credit

**If paid, please list wage or  
any comments:**

**Job Description:**

Position is with the Streets GIS Unit: a subset of the Division of Technology. The GIS unit supports and optimizes the operations of the entire Streets Department using spatial software. Geographic Information Systems, database management and light programming will be utilized in a Windows enterprise server environment. Software includes ESRI ArcGIS Software Suite, SQL Server, MS Office data products and integrating data with online resources such as Google Maps. Some common tasks include viewing and editing geographic data; map production; transportation route creation and update; data analysis.

**Qualifications:**

Applicant should be familiar with Windows operating system and Microsoft Office Suite (Especially MS Access and MS Excel). Experience with GIS Software is helpful but not required.

**Submission Requirements:**  Cover Letter  Resume  Recommendation  Transcript

**Can potential applicants contact you with questions?**  Yes  No

**How should potential applicants apply?**  Email  Mail  Fax