



Albuquerque Public Schools is seeking a motivated long term GIS Intern for an opportunity in the Capital Master Plan Department (CMP), GIS Division. CMP develops and monitors implementation of the APS Capital Master Plan and guides expenditure of capital resources of the district. The APS school district covers a physical area of over 1,230 square miles in 14 jurisdictions, and is comprised of 144 schools with an enrollment of over 74,000 students. The department utilizes GIS in the following planning processes:

- Prepare enrollment projections district wide as well as for each school and grade level
- Utilization and capacity analysis
- Identifying the need and placement of new schools or programs
- School boundary adjustments
- Preparation of maps, from standard school site and boundary maps to all manner of project based mapping.

The responsibilities of this position include, but are not limited to:

- Under direction of the GIS Planner II and Planning Manager assists in maintaining the APS geographic information system, including the dwelling file/database for the District Student Information Systems
- Maintains CMP Drone Equipment Check-out and inventory
- Assists in the collection of aerial imagery through remote drone piloting
- Assists in developing and maintaining web mapping applications for various District needs.
- Prints maps as needed.
- Assists in analyzing district demographic, real estate and growth trends through mapping
- Assists in the maintaining and updating pertinent school enrollment databases
- Assists in compiling statistical data and prepares reports pertaining to school enrollment trends.
- Assists in the researches and analysis of relevant educational spatial data
- Assist in the CAD to GIS project
- Assists in the creation, maintenance and update of the District's electronic boundary map files
- Assists in the creation, maintenance and update of the District's written boundary descriptions
- Assists in the electronic mapping and database related services
- Participates in meetings and presentations with the Board of Education, administration, community and other interested parties regarding school boundary planning and/or development issues

Candidates should have the following qualifications:

- Basic understanding of fundamentals in mapping, cartography, and geospatial data management with proven experience utilizing the ESRI ArcGIS platform
- Currently working towards a Bachelor's or Graduate degree in Geography or related field.
- Advanced GIS skills using ESRI software
- Experience or instruction in Web mapping
- Proficient in MS Office and Adobe Suite applications
- Strong focus on quality and attention to detail
- Strong verbal and written communication skills
- Proficiency in AutoCAD preferred.



ALBUQUERQUE PUBLIC SCHOOLS

Capital Master Plan

The position is part time, 20 to 30 hours a week, at a starting rate of \$18 an hour. This position will remain open until filled. To apply for this position please contact:

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