

**Subject:** Available undergraduate GIS part-time job (or internship) – application deadline **May 10, 2024**

Dear students,

As part of the Geoplan Center (<https://www.geoplan.ufl.edu/>) in the Department of Urban and Regional Planning, Dr. Bejleri directs a team of staff and students that conduct research and development in GIS analytics and visualization, with applications in transportation safety and visual simulation. Dr. Bejleri has available student OPS positions on these projects. Terms of these jobs are described below. If you are interested in applying, please see the How to Apply section, and pay attention to the Application Submission and Deadline at the end of this announcement. If you are interested in doing an internship, please indicate that in your application.

#### **Positions/Duties:**

**GIS Geocoding / Data Quality Control** – This position will be responsible for conducting geocoding of traffic crashes in Florida and/or for GIS transportation data processing and quality control and assurance. Students are expected to work between 10 and 20 hours/week. We would prefer more hours during summer. A web-based GIS system will be used for geocoding, and training on how to use this system and any other GIS data processing tasks will be provided. Training will also be provided on the data quality control task. Candidates for this position should be familiar with GIS, (are currently taking or have taken in the past one or more GIS courses), be patient, self-disciplined, inquisitive and pay attention to details.

#### **Other Requirements**

- **Important:** We are looking for students who **do not have another current job**. If you already have a job, and you are still interested in any of these positions, you must be willing to work exclusively on this job if you are selected.
- Have access to a computer (laptop or desktop) and a reliable internet connection.
- Attend weekly meetings and respond swiftly to emails.
- Can work independently and with minimal supervision.
- Other helpful qualifications: Ability to conduct literature review, assemble and organize data, conduct data analysis and synthesis, and possess good writing and presentation skills.

#### **Compensation and Schedule**

- Compensation is \$12.5/hour for undergraduate students.
- Students will be allowed to work remotely.
- These jobs are available to begin immediately. As a minimum, students must be available to work between now and the end of Spring 2025, preferably Summer 2025. Depending on performance, availability, and interest, this job can extend through next year, and potentially beyond.
- Students are expected to establish a mutually agreeable fixed work schedule with their supervisor and follow it consistently and reliably.

#### **How to Apply:**

If you are interested, please provide the following information as a single pdf file:

**Part A: Cover letter indicating:**

- a. Why you are interested in this position
- b. The qualifications that make you a good fit for the job
- c. Your desired start date (immediate start is preferred) and availability to work through Spring 2025
- d. The number of hours you are interested in working each week (up to 20), and how you have room in your schedule to fulfill these hours each week. Be specific for this year (Spring, Summer, and Fall semester)
- e. Your expected school workload (number of credits) for this year (Spring, Summer, and Fall semester)
- f. Applicable only to SBE students: let us know if you have already selected your capstone topic (your chair and topic) or if you are still exploring options
- g. Your expected graduation date
- h. Whether you have worked at UF before, what type of work and time period
- i. Your current GPA and major

**B. Part B: Current resume**

**Application Submission and Deadline:** Please email your application to Dr. Xingjing Xu ([axuxinjing@ufl.edu](mailto:axuxinjing@ufl.edu)) no later than midnight on **May 10, 2024**. Use '**Application for GIS job**' in the subject line. For any questions, please contact Dr. Xu via email.