

CO-OP STUDENT PLACEMENT OPPORTUNITY

POSITION TITLE:	Mapping Assistant (Careers related to General Office Support, Mapping or GIS Technician)
DEPARTMENT/DIVISION:	Development & Emergency Services/ Planning Services
SUPERVISOR:	Susan Henton – Chief Mapping Technician
LOCATION:	Planning Services – Victoriaville Civic Centre
PREFERRED TIME OF DAY:	Morning

GENERAL DUTIES:

- Database entry
- Scanning of maps and documents
- Digitizing of features for computer based topographic mapping

POSITION QUALIFICATIONS:

- Must be highly motivated, work well in a team environment
- Must be able to work with minimal supervision
- Must be proficient in the use of computers and current related software specifically, Excel. Experience with ESRI based GIS would be an asset
- Must be able to deal with the public in a courteous and tactful manner
- Must be physically fit (prolonged periods of concentration and visual focus and good hand/eye coordination)
- Must be organized
- Must have attention to detail
- An interest in cartography, mapping, and/or data management would be an asset