BG-BASE / GIS INTERN in the HORTICULTURE Department

Job Description:

The BG-BASE / GIS INTERN will utilize BG-BASE software to assist with the management of the FMG&SP plant records data in conjunction with mapping via ArcGIS under the supervision of the Plant Records & Irrigation Specialist.

Essential functions:

• Use of BG-BASE software
• Ability to work with large amounts of data
• Ability to take & follow direction
• Ability to work with ArcGIS
• Ability to work productively unsupervised

Expected functions:

• Other duties as assigned by the Plant Records & Irrigation Specialist.
• Your physical presence is required on the premises for your job in order to interact with Hort team members to meet team objectives.
• Exhibit strong moral and ethical values.
• Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of associates, volunteers and general public.

Qualifications:

• Working knowledge & experience using BG-BASE
• Currently enrolled college/University student
• Good communications, problem solving & interpersonal skills
• Working knowledge & experience using ArcGIS
• Those seeking college/University credit as a graduation requirement will be given hiring priority.

Working Conditions:

• Indoor desk job with some limited out in the field data taking.
• Monday – Friday flexible work schedule
• This is a temporary, unpaid Internship early May – mid August

CONTACT: Edward McKee, Horticulture manager with a Resume & Letter of interest via email: emckee@meijergardens.org