

**MONTANA FISH, WILDLIFE & PARKS**

**INTERN PROGRAM REQUEST**

**EMPLOYER:** Montana Fish, Wildlife & Parks

**CONTACT PERSON'S NAME/TITLE:** Dawn Anderson/Geographic Data Services Bureau Chief

**ADDRESS:** 1625 11<sup>th</sup> Ave (FWP Annex)

**CITY:** Helena

**STATE:**

MT

**ZIP:** 59601

**PHONE:** 406-444-3373

**EMAIL ADDRESS:** dawanderson@mt.gov

**DATE OF ANNOUNCEMENT:** Friday, January 5, 2024

**APPLICATION DEADLINE:** Friday, February 16, 2024 at 5:00 PM (postmarked)  
**(UNLESS OTHERWISE NOTED ON THIS FORM BY SUPERVISOR)**

**\*\*STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE\*\***

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**POSITION TITLE:** GIS Analyst Intern

**# OF POSITIONS:** 1

**LOCATION(S):** Helena

**WORK START/END DATES:** May 19, 2025 – August 15, 2025

**HOURS/WEEK:** 30-40 **TOTAL HOURS FOR INTERNSHIP:** 420

**TRAINING/ORIENTATION DATES:** May 19, 2025

**HOURLY PAY:** \$18

**ADDITIONAL COMPENSATION/RESOURCES:**

- Housing provided**  
If yes, please list type of housing available:
- Vehicle provided**
- Per Diem**
- Other (please explain):**

**POSITION DESCRIPTION/SCOPE OF WORK:**

Montana Fish, Wildlife & Parks Geographic Data Services Bureau is looking for a high energy, creative, GIS Analyst Intern. You must be enthusiastic, ambitious, and enjoy working in a team environment. Additionally, you need to be analytical, detail oriented, possess a strong work ethic and have a positive attitude. This is an excellent opportunity to get GIS work experience in a mature GIS environment with a

focus on natural resources data.

The GIS Analyst Intern will assist with projects focused on development of spatial data, map products and cartography. The position's duties include digitizing, data management, applying standardized symbology, data analysis, configuring mapping applications, and map production.

**SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):**

GIS software Basic & Advanced Skills – Knowledge of the practical application of the principles, techniques, and procedures associated with geographic information mapping and analysis. Knowledge and experience with GIS software, applications, tools, and resources, including geoprocessing, and the ESRI suite. Knowledge of cartographic design principles and standards. Experience with data editing, digitizing, symbology and labeling required.

Data Management - Basic Skills– Understanding of relational databases. Knowledge and ability to access, query and manipulate both spatial and tabular data. Ability to detect relationships between multiple data sources and evaluate for practical problem solving.

Office Suite Basic and Advanced skills - Working knowledge and experience with word processing, spreadsheet, email/calendar and Teams software.

Suggested majors: Geographic information science, geography, computer science, natural resources, fish/wildlife biology or management

**APPLICATION MATERIALS:**

- Resume**
- Cover Letter**
- References**
- Other (please specify):**

**SEND APPLICATION MATERIALS TO:**

Dawn Anderson: dawanderson@mt.gov

**COOPERATING SPONSORS OF PROJECT:**

**FUNDING SOURCES:**

**PROJECT NUMBERS FOR EACH FISCAL YEAR:**

TSD - 2905/1802

POR – 6819

**DO ANY OF YOUR PROJECT NUMBERS USE FEDERAL FUNDING?**  Yes  No

**IF SO, PLEASE NOTE WHICH PROJECT NUMBERS AND FUNDING SOURCE:**

**EXPECTED COST OF INTERNSHIP, INCLUDING ALL BENEFITS AND OVERHEAD, PER FISCAL YEAR:**

\$10,000

**ESTIMATED TOTAL COST OF INTERNSHIP:**

420 hrs x 18/hr: 7560 plus overhead (est 25%): 1890 Total = \$9450

**WILL ANY GRANTS OR SCHOLARSHIPS BE USED TO FUND THE INTERNSHIP?**

Yes  No

**IF SO, PLEASE LIST NUMBERS ATTACHED TO THOSE:**

**ADDITIONAL INFORMATION:** GDS and POR will be cost sharing for this intern and some of the work done will benefit both groups. GDS will be primarily responsible for oversight and will coordinate with POR staff.