



## Georgia Environmental Finance Authority (GEFA) Internship Posting & Description

**POSTING DATE:** November 6, 2013  
**START DATE:** January 6, 2014

**CLOSING DATE:** November 15, 2013  
**LOCATION:** Atlanta

**Objective.** The GEFA Internship Program seeks motivated students to help GEFA complete important projects in identified areas of need. GEFA interns enhance classroom learning by engaging in these important, 'real-world' initiatives and receiving valuable on-the-job experience.

**Responsibilities.** GEFA seeks an intern to help develop in-house geographic information system (GIS) by:

- Participating in and facilitating internal GIS committee meetings;
- Working with program staff to identify and develop useful GIS products;
- Drafting instructional workflow documents for conducting core GIS functions at GEFA;
- Developing standard layouts for GEFA mapping products;
- Delivering a summary instructional presentation to GEFA staff at monthly Lunch 'n Learn session;
- Any other duties as assigned by intern's project manager;
- Adhering to state rules and policies governing confidentiality;
- Adhering to agency work hours, policies, procedures and rules governing professional behavior; &
- Assuming personal and professional responsibilities for all activities and actions.

**Qualifications.** Accepted internship candidates must meet all of the following qualifications.

- Candidate must be a currently enrolled sophomore, junior, senior, graduate student or law student.
- Candidate must be in good academic standing within an accredited course of study in the areas of geography, urban planning, GIS, computer science, environmental science or a related program that is approved by the GEFA project manager.
- Candidate must exhibit a high-level of knowledge about GIS, GIS applications and uses of GIS.
- Candidate must be attending a Georgia college, university or law school.

**Compensation.** GEFA structures internships in accordance with academic schedules of Georgia colleges and universities. Consequently, most interns receive course credit for their work with GEFA. Interns are responsible for coordinating the assignment of course credit with their advisors. Additionally, some internships are eligible for monetary stipends, depending on funding availability, and/or an honorarium to pay job-related expenses and travel. Compensation is confirmed before the beginning of all internships.

**Application.** Submit a cover letter and resume to [internship@gefa.ga.gov](mailto:internship@gefa.ga.gov). All applicants will be considered, but may not necessarily receive an interview. Due to the large volume of resumes received, we are unable to provide information on your application status over the telephone. No notifications will be sent to prospective interns except those who are selected for interviews. THIS INTERNSHIP IS OPEN TO ALL QUALIFIED INTERNS. We are an Equal Opportunity Employer. This agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.