



## **CITY OF WOOSTER**

*Planning and Zoning Division*

538 North Market Street

Wooster, OH 44691

Phone: 330-263-5238

### **The City of Wooster is Hiring a Planning Intern for the Summer of 2024**

The City of Wooster is seeking an intern that is currently studying in a City Planning, GIS or related program. The intern will work on projects to document current conditions in the city such as downtown parking and land use and other related information. The position will require the individual to travel throughout the City of Wooster to document conditions, enter and manipulate the data in our GIS and assist City personnel. The applicant will need to meet the following requirements:

- 18 years old or older
- Full-time student enrolled in an accredited college majoring in a related field
- Preferred completion of at least one year of related curriculum
- Experience using Microsoft Office, ESRI Pro and Desktop GIS Software
- Must have a valid Ohio Driver's License and be able to meet insurability guidelines

The intern position will be compensated \$15.50 per hour, 40 hours per week during the summer months. The preferred start date is late May 2024, and the end date is early August 2024; however, actual dates may be flexible based on the applicant's schedule. While certain projects will require evening and weekend work, most work can be completed during normal office hours. Students interested in the internship should complete an application at the following website: <https://www.woosteroh.com/human-resources/careers> by April 1, 2024.