

### **Archaeological Geographic Information System (GIS) Internship**

#### Description of the Internship

With the assistance of Center staff, the intern will create shapefiles and maps for curated archaeological collections using ArcGIS 9.1x. The intern will convert GPS data, transfer database information into attributes tables, and create maps for museum exhibits and public outreach. Center staff will instruct the intern on archaeological GIS laboratory procedures such as computer cataloguing, storage requirements, and database management. In addition, the intern will become familiar with historical trends in archaeological practice in the San Diego area and will be introduced to current legal and ethical issues in archaeological curation as well as the concerns and rights of culturally affiliated groups with regard to archaeological materials.

#### Objectives of the Internship

- *Evaluates* GPS information
- *Catalogues* site attributes according to standardized SDAC nomenclature
- *Organizes* digital collections by site number and material class
- *Observes and learns* Center procedures for digital storage and database management
- *Provides* assistance to Center staff and outside researchers in the use of collections, including retrieval of spatial information

#### Internship Guidelines

- Supervisor: Collections Manager
- Record Keeping: The intern will maintain a record of hours worked on the project.
- Work Schedule: To be determined by the intern and supervisor. Minimum hours may be required for course credit as prescribed by the intern's academic institution.
- Evaluations: The intern will meet periodically with the supervisor to review progress. A final evaluation will be made by the supervisor at the end of the internship. Evaluation will be based on the intern's reliability and ability to follow directions and complete tasks in a timely manner.
- Other conditions: The intern is expected to comply with all requirements of collections policy, security, and public relations applicable to regular staff.

#### Required Skills

- Ability to work effectively with Center personnel
- Knowledge of MS Excel, Word, and Photoshop CS
- Knowledge of ArcGIS 9.1x and relational database fundamentals.
- Associate's or Bachelor's degree in computer science, GIS, graphic design, archaeology, anthropology, history, ethnic studies, or related discipline, or currently enrolled in such a program