# Job Description

**Job Title**  
GIS Analyst

**Job ID**  
298728

**Location**  
Bloomington, Indiana

**Full/Part Time**  
Full-Time

**Regular/Temporary**  
Regular

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**Special Instructions Summary**

Application deadline is March 4, 2022 with anticipated start date of April 1, 2022 or sooner.

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**Department**

INDIANA GEOLOGICAL & WATER SUR (BL-GEOY-IUBLA)

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**Department Information**

The Indiana Geological and Water Survey (IGWS), a research institute of Indiana University (IU), seeks applications for a GIS Analyst to support the overall mission at the IGWS in GIS technologies and practices related to the creation and maintenance of GIS web applications, enterprise geodatabases, ArcGIS Enterprise, cartography, and general GIS data management.

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**Job Summary**

The IGWS seeks to recruit a GIS Analyst to join our Information Services team. Works both independently and with IGWS staff to create, update, and maintain GIS databases, services, web applications, cartographic products, and metadata at a high level.

**Department-Specific Responsibilities:**

- Responsible for creating and configuring web maps/services, publishing and updating content within the IGWS ArcGIS Online/ArcGIS Enterprise environment, including support for existing applications such as the PDMS Map Viewer, IHAPI, and various other interactive web applications.
- Works across the earth and water science disciplines, provides GIS data management and offers GIS software and other related support and training as requested/applicable for IGWS staff.
- Under the leadership of GIS and Cartographic Analyst, provides GIS and cartographic assistance to a variety of projects from detailed geologic maps, figures, and databases to conversion of legacy data, including ETL (extract, transform, load) operations for digital data, and digitization of hard copy paper records.
- Applies and manages the implementation of FGDC metadata to all IGWS GIS datasets.

**General Responsibilities:**

- Conducts complex GIS data analysis; designs and develops various data modeling (charts, graphs, maps) and/or data analysis reports; implements quality control procedures for all deliverables.
- Develops, maintains, updates, and monitors complex GIS datasets and databases; ensures data integrity and data quality control.
Performs complex data review, conversion, and transformation to support GIS research and projects.
Responds to requests for GIS information; designs and creates complex custom reports, maps and other electronic information using CAD and GIS systems; communicates regularly with internal and external stakeholders to exchange data, resolve questions, and share information as needed.
Ensures proper documentation related to GIS data as applicable.
May provide GIS software and other related training as requested/applicable.

Qualifications

EDUCATION

Required

- Bachelor's degree in geographic information systems, geology, information/data science, earth sciences, computer/information science, cartography, or a related scientific field.

Preferred

- Master's degree in geographic information systems, geography, earth sciences, public affairs/administration, computer/information science, cartography, urban planning, environmental studies or a related field.

WORK EXPERIENCE

Required

- 2 years of research data management and analysis or related experience using GIS applications and software.

Preferred

- 2 years of professional GIS and/or cartographic experience.
- Experience in multi-disciplinary or natural science.

Combinations of related education and experience may be considered.

LICENSES AND CERTIFICATES

Required

- Possess a valid driver’s license with the ability to be insured by Indiana University upon date of hire.

SKILLS

Required

- Proficient communication skills.
- Maintains a high degree of professionalism.
- Demonstrated time management and priority setting skills.
- Demonstrates a high commitment to quality.
- Possesses flexibility to work in a fast paced, dynamic environment.
- Seeks to acquire knowledge in area of specialty.
- Highly thorough and dependable.
- Ability to manage a number and variety of projects.
- Demonstrates a high level of accuracy, even under pressure.
- Ability to work on a team and independently.
- Strong familiarity and knowledge of Microsoft SQL Server or other relational databases.
- Strong familiarity and knowledge of ArcGIS 9.3 or newer.
- Strong familiarity and knowledge of AutoCAD.

Preferred

- Experience with geological mapping, including USGS Geologic Map Schema (GeMS) and FGDC metadata/cartographic standards.
- Advanced experience with Esri ArcGIS technologies/products including ArcGIS Enterprise/ArcGIS Server, ArcPy, Arcade, and ArcGIS Story/Maps.
- 3-D modeling with ArcGIS Pro/ArcScene.
- Experience with scripting (especially one or more of Python, JavaScript, or PHP).
- Data management/conversion experience (especially Excel/csv/MS Access).
- Basic web development (HTML/CSS/JS) skills.
• Strong background in GIS analysis and cartography, including exceptional skills with Esri products such as ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise, ArcGIS StoryMaps, and enterprise geodatabases.
• Solid understanding of the practice of geographic information system analysis and project management.
• Proficient in Esri suite of products, especially, ArcGIS Pro, ArcGIS Desktop (ArcMap/ArcCatalog), geodatabases, and enterprise geodatabases/SDE.
• Experience with data management and data organization.
• Understanding of metadata and current schemas (especially FGDC).

Working Conditions / Demands

This role requires the ability to communicate effectively and to operate a computer and other standard office productivity equipment. The position involves sedentary work and periods of time moving around an office environment and the IU Bloomington campus. There may be times where minimal fieldwork is required for understanding workflows and field checking of geospatial data. The person in this role must be able to perform the essential functions with or without an accommodation.

Occasional travel to in- and out-of-state meetings may be required.

Work Location

Indiana University
Bloomington, Indiana

This is an in-person position.

Job Classification

Career Level: Career
FLSA: Exempt
Job Function: Research
Job Family: Geological Sciences & Survey
Salary information: $41,308.80 - $55,000.00

Click here to learn more about Indiana University's Job Framework.

Posting Disclaimer

Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time.

This posting is scheduled to close at 11:59 pm EST on the advertised Close Date. This posting may be closed at any time at the discretion of the University, but will remain open for a minimum of 5 business days. To guarantee full consideration, please submit your application within 5 business days of the Posted Date.

If you wish to include a cover letter, you may include it with your resume when uploading attachments.

New employees will be provided with information regarding Indiana University's COVID-19 vaccine policy, which includes the opportunity to request an exemption. To learn more, view our COVID-19 vaccine information page.
Equal Employment Opportunity

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment based on individual qualifications. Indiana University prohibits discrimination based on age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. See Indiana University's Notice of Non-Discrimination here which includes contact information.

Campus Safety and Security

The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu or by visiting IUPD.

Contact Us

Request Support
Telephone: 812-856-1234