Job Description

Job Title: GIS and Cartographic Analyst (GIS Analyst)

Job ID: 298782

Location: Bloomington, Indiana

Full/Part Time: Full-Time

Regular/Temporary: Regular

Special Instructions Summary

Application deadline is March 4, 2022 with an anticipated start date of April 1, 2022, or sooner. All applications must be submitted online at Jobs at IU.

Department

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

Department Information

The Indiana Geological and Water Survey (IGWS), a research institute of Indiana University (IU), seeks applications for a GIS and Cartographic Analyst to create publication-quality geological maps, figures, databases, automated cartographic workflows, GIS database design, and GIS analysis to support the overall mission at the IGWS.

Job Summary

The IGWS seeks to recruit a GIS and Cartographic Analyst to join our Information Services team.

Department-Specific Responsibilities:

- Works independently and with IGWS staff to create maps, figures, GIS databases at a high level, and create and follow cartographic workflows and standards.
- Configures web maps, publishing and updating content within the ArcGIS Online/ArcGIS Portal environment.
- Works across the earth and water science disciplines, provides GIS data management and cartographic support, offers GIS software and other related training as requested/applicable for IGWS staff, and acts as a point person for the USGS Geologic Map Schema (GeMS).
- Provides guidance and support for junior-level peers and leadership in a variety of projects from detailed geologic maps, figures, and databases to the 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.
- Occasional travel to in- and out-of-state meetings may be required.

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, cartography, or a related scientific field.

Preferred
- Master's degree in geographic information science, geography, earth sciences, public affairs/administration, computer/information science, cartography or related fields.

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 production cartography experience.
- Experience in multi-disciplinary or natural sciences.
- Experience with data management and data organization.
- Experience with scripting (especially one or more of Python, JavaScript, or PHP).

Combinations of related education and experience may be considered.

LICENSES AND CERTIFICATES

Required
- 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.
- Demonstrates a high level of accuracy, even under pressure.
- 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
- Strong background in production cartography, Adobe Creative Suite, and GIS analysis including exceptional skills with Esri products such as ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise, ArcGIS StoryMaps, and enterprise geodatabases.
- On-demand and offset printing specifications.
- RDBMS experience (especially MS SQL Server).
- Data management/conversion experience (especially Excel/csv/MS Access).
- Basic web development (HTML/CSS/JS).
- Project leadership, training, and delegation of tasks.
- Geological mapping, including USGS Geologic Map Schema (GeMS), and FGDC metadata/cartographic standards.
- 3-D modeling with ArcGIS Pro/ArcScene.
- Proficient in Adobe Creative Cloud suite of software, especially Illustrator, Photoshop, and InDesign.
- Understanding of metadata and current schemas (especially FGDC).
- 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.
- Ability to work on a team and independently.
- Ability to manage a number and variety of projects.

**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.

**Work Location**

Bloomington, Indiana
Indiana University campus
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 - $65,000.00

[Click here to learn more about Indiana University's Job Framework.](https://hrms.iu.edu/psp/PH1PRD_1/EMPLOYEE/HRMS/HRMSSCRIPT/HRS_JOB_360.GBL?Page=HRS_JO_360&Action=U&HRS_JOB_OPENING_ID=)

**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