Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Data Processing Intern (DP046)
(2 positions)
December 18, 2012

Company/Agency: **Chicago Metropolitan Agency for Planning**
Job Category: **Intern**
Experience Required: **Current Enrollment in a Graduate Program**
Salary Range: **$15.00 per hour**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking interns to acquire, clean and perform data quality control tasks. CMAP has developed a comprehensive key indicators system for measuring and tracking regional planning data over time.

The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov and www.metropulsechicago.org for more information.

Position Description
The interns will assist CMAP staff in preparing and updating regional indicators with the most current information.

Essential Functions
Download, clean, document and performing quality control tasks on datasets. Update existing indicators on a regular basis. This work will involve accessing specific datasets on the web and monitoring the websites of data providers for updates.

Knowledge Skills and Abilities
Applicant should have object-oriented programming experience or knowledge of object-oriented programming fundamentals. Proficiency in Microsoft Excel is desired. Applicants should be familiar with American Fact Finder and other Census products. Ideally, applicants should have familiarity with Geographic Information Systems software (Arc Map, etc.), Microsoft Access, Fox Pro or other database applications. Effective oral and written communication skills are required. Experience using programming/scripting languages such as VBA, Django or Python is a plus.

Education and Experience
Applicants for the position should be enrolled in a Master's program in geography, urban planning, computer science or related field. It is important that applicants have a general understanding of the geography, jurisdictions and demography of the CMAP region. While interns will be supervised by CMAP staff, they should be self-motivated and will be expected to take a high level of responsibility for their own work.

This is **one year** part-time position averaging 15 hours per week beginning January 2013. After one year, the internship may be extended at CMAP's discretion.

Contact Information
Send your resume, cover letter with contact information and Job Code: **DP046** to:
Email:
hresources@cmap.illinois.gov
Mail:
Chicago Metropolitan Agency for Planning
Human Resources
233 S Wacker Drive Suite 800
Chicago, Illinois 60606

Emailed resumes will receive an auto receipt. We do not send receipts for mailed resumes.

Positions open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.