

GIS Coordinator (On-site)

Chicago, IL, United States (On-site)

JOB DESCRIPTION

The Highlights:

The GIS Coordinator/Lab Manager will report to the Chair of the Department of Geography. This position will manage the College's GIS software and ESRI products and corresponding technologies for classroom use. This position will also coordinate GIS internships with faculty, staff, and students.

What You'll Do:

- The GIS Coordinator is expected to:
 - Manage the College's GIS software and ESRI products (such as ArcGIS Pro, ArcGIS Enterprise, ArcGIS Online) and server configurations;
 - Prepare technologies for classroom use (for example, software, tablets and drones);
 - Coordinate software and hardware configurations, updates, maintenance, and manage software licenses;
 - Manage on-campus GIS labs in liaison with Information Services (IS) and the Quantitative Reasoning Center;
 - Work with ESRI and IS to provide assistance to GIS instructors, tutors, and students in troubleshooting technical issues with using ESRI products;
 - Work to improve access to GIS programs such as laptop loan programs, configuring DePaul Virtual Lab for GIS users;
 - Attend and participate at all Department of Geography & GIS faculty meetings.
- Lead the hiring and management of student GIS tutors who aid undergraduate and graduate students enrolled in GIS courses. Work with and support faculty to access, manage, and maintain a variety of geospatial datasets.
- Respond to internal and external questions about GIS and GIS education at DePaul; work closely with the Chair of Geography to proactively seek collaboration opportunities with other faculty ; and liaise with on-campus and off-campus collaborators.
- Respond to and coordinate requests for mapping assistance from internal and external stakeholders; organize and coordinate events promoting GIS in and around the campus; coordinate

GIS internships

with faculty, staff, and external partners in Chicago; work with faculty and students on grant

applications as needed.

- Assist the Chair of Geography in advertising and promoting DePaul's GIS programs, including the regular update of GIS-related websites, and presenting GIS use cases in classes or events. Assist the Chair of Geography in developing policies on the use and licensing of GIS-related products managed by the Department of Geography; assist the Chair of Geography in hiring and onboarding of GIS instructors with regards to technology uses; keep Department of Geography Faculty up to date on upcoming changes in GIS-related licenses and software; research developments in GIS-related fields in coordination with Department of Geography Faculty and the Chair of Geography and make recommendations for technology purchase/deployment.
- Managing student GIS tutor/lab assistants.

What You'll Need:

- Bachelors degree in Geography, GIS, Computer Science, Planning, Engineering, or a related field is required.
- Prior experience with ESRI products, data science, web mapping and other proprietary or open-source software, such as QGIS, SPSS, Python, R, Jupyter Project, Adobe Design Suite, Google Earth Engine and SketchUp, is preferred.
- FAA drone pilot certification (or willingness to become certified) to support departmental drone curriculum is desired.
- A graduate degree in the previously mentioned fields is a plus.
- Must have experience in computer hardware and software maintenance, server administration, and networking in a Windows/ESRI environment.
- Strong interpersonal and communication skills are essential.
- An ideal candidate will be passionate about geospatial technology, education, and is keen to build and maintain relationships both on and off campus.
- Should be comfortable working with ESRI products (ArcGIS Pro, ArcGIS Enterprise, ArcGIS Online)
- The GIS Coordinator will be expected to maintain an on-campus presence, but partial remote work is negotiable.
- Possible local travel to meet with internship providers.
- Review of applications will begin on Aug 15th and continue until the job is filled.

Perks:

- Working for a stable and well-known University that values diversity and inclusion.
- Top choice medical, dental, and vision benefits.
- Retirement plan matching contribution of 10%.

- Tuition waivers for employees *and* dependents.
- Generous paid time off, sick time, holidays, floating holidays, and more!
- [Full-Time Benefits](#)

For consideration, please include a resume and cover letter.

Diversity and Inclusion Statement:

Guided by an ethic of Vincentian personalism and professionalism, DePaul compassionately upholds the dignity of all members of its diverse, multi-faith, and inclusive community. We seek to hire collaborative, open-minded, and dedicated professionals who are committed to advancing our university mission to making education accessible to all, with special attention to including underserved and underrepresented communities. Successful candidates thrive in an environment where ideas and perspectives representing a wide variety of cultures, backgrounds and experiences are welcome and supported.

Required Background Check:

Employment at DePaul University is contingent on passing a background check. Only final candidates who are extended an offer of employment will undergo a background check.

Mandated Reporting of Child Abuse & Neglect:

Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected. For more information, please visit the following pages:

[Illinois Department of Children & Family Services \(DCFS\)](#)

[Illinois Abused and Neglected Child Reporting Act](#)

DePaul University is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local EEO laws.

Apply Now

JOB INFO

- Job Identification1499
- Job CategoryInformation Technology
- Posting Date07/30/2024, 11:31 AM
- Job ScheduleFull time
- Locations Lincoln Park Campus(On-site)