

## **Unpaid Internship Position Description**

<b>Position Title:</b> Lakes & Ponds Data Entry Intern
<b>Agency:</b> Department of Conservation and Recreation
<b>Location:</b> Remote and/or West Boylston
<b>Duration:</b> 09/23/2025 – 12/05/2025

### **Brief Description of Internship Position:**

The Massachusetts Department of Conservation & Recreation (DCR) Lakes & Ponds Program is in the process of updating their new master waterbody database, which is GIS based. As such, data from the legacy database needs to be renamed, organized, entered into the new database and filed accordingly. Data is inclusive but not limited to: waterbody ownership, size, species presence, management history, water quality, etc.

### **Description of Duties and Responsibilities:**

Renaming files based on their contents, entering waterbody specific data into the new database, moving files from their previously saved locations to new locations on Sharepoint, and applicable QA/QC processes to ensure all data is transferred correctly.

This position can be fully remote as all of the software and files can be accessed online; however, office hours in West Boylston are also available upon request and coordination. The candidate(s) will coordinate with the position supervisor on a regular basis to provide update(s) on their schedule, accomplished tasks and future work.

### **Preferred Knowledge and Skills:**

- Must be comfortable using ArcGIS Pro, Survey123, and other Arc Suite products.
- High attention to detail is crucial for this position.
- Must be an effective, independent, remote worker, self-starter and organized.

### **Hours per week:**

10 – 15 hours