Position Posting:

Geospatial Research Coordinator

Indiana University

Indianapolis, Indiana

The Polis Center is an applied research unit at IUPUI in Indianapolis committed to linking university and community knowledge. By combining data and information technologies effectively across a variety of domains, we support research and analysis for better decision-making and to help improve policy and practice for the greater good of communities in Indiana.

From inception, The Polis Center has been guided by core values that include: making a difference, collaboration, developing creative solutions to real-world problems, accountability, integrity, respect, and stewardship.

## Job Summary

The role of the Geospatial Research Coordinator is to oversee, coordinate, and produce project deliverables and requirements within the center’s geospatial emphasis areas in disaster informatics and environmental resiliency.

Primary Duties and Responsibilities:

* GIS analysis and reporting: Conduct complex analysis using ArcGIS and other software tools for a variety of research projects. Create charts, graphs, maps, and/or reports of the analytical results. Implement quality control procedures for all interim and deliverable products.
* Data development, updates, and maintenance: Develop and transform data to better support project objectives. Assist in updating and maintaining complex GIS datasets. Communicate regularly with internal and external project partners to exchange data, resolve questions and share information.
* Project Management and administration: Work with project stakeholders and partners to define research scope, goals, and deliverables of projects in line with program objectives. Assist the Geoinformatics Director to manage project dependencies and risks through project life cycles to meet project deadlines. This will include development and management of project plans, budgets and schedules, and providing status reports to project staff and partners. Conduct project team meetings and facilitate effective collaboration and brainstorming of cross-functional groups. Represent the Polis Center to stakeholders, clients, and colleagues through conferences, meetings, and presentations.
* Miscellaneous Activities: Assist with software and project training. Document project processes and results. Occasional travel to in-state meetings may be required. Perform other related duties incidental to the work described herein.

Required Qualifications:

* Master's degree in science or a related field and three years of experience in a related GIS/GIScience position.
* Combinations of education and related experience may be considered.
* Ability to prioritize and manage multiple tasks with attention to detail in a fast paced team setting. Advanced proficiency with ESRI ArcGIS and Microsoft Office products. Familiarity with specialized analytical and modeling software that expand understanding about natural disasters, flooding, and resiliency, such as production of FEMA digital FIRM products, FEMA Hazus-MH, HECRAS, CDMS, etc. Knowledge of best practices and developments within the broader field of GIScience and disaster and resiliency informatics. Experience working with Federal or State Government, or other partners that work to reduce the threat and impact of natural disasters and improve environmental resiliency, such as FEMA, Indiana Department of Natural Resources, and Indiana Department of Homeland Security.

We would like to invite you to visit the Indiana University careers site and initiate your application process.

Directions on how to apply:

1.  Non-IU employees should click on the first link below to access the careers site; current IU employees should click on the second link below.

2.  Review the job description and then click on "Apply for Job" to begin your application.

3.  Non-IU employees will need to sign in to access your account.  If you do not already have an account, click on "Register Now" to create an account.  Current IU employees will be recognized through CAS Authorization.

4.  Complete the application process.

If you are NOT an IU employee currently, please use the following link:

<https://hrms.indiana.edu/psp/PH1PRD_PUB/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=292114&PostingSeq=1>

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