

History of Cartography Project  
**ORDERING ASSISTANT FOR ILLUSTRATIONS**  
Position available September 2017  
(Applications will be accepted until the position is filled)

**Position Description**

- **Student Hourly ordering assistant** to help Illustrations Editor PA with obtaining images and publication rights
- **Enter information** into database, including text and figures in multiple languages
- **Search online catalogs** and library holdings for information on maps and images
- **Communicate with institutions** worldwide in writing and by phone
- **Provide information or forms** needed to order images; place orders as directed

**Employment Details**

- **\$10.50+ per hour**, commensurate with experience
- Up to **20 hours per week** beginning in **September 2017**; start date negotiable
- Must be **enrolled as a UW student** (work study accepted)—undergraduate and graduate students encouraged to apply; **prefer two-year commitment**
- **Possible opportunity for advancement**: a successful graduate student in this position may be able to apply for a related PA position in 2018-19

**A great place to work**

- **Flexible days and times** (within standard office hours)
- **Located in Science Hall** across from Memorial Union
- **Join a small, dedicated, friendly staff** working on a ground-breaking, award-winning research and publication series

**Preferred qualifications and abilities**

- Familiarity with **web-based academic research tools**
- Ability to **edit digital image files** using Adobe Photoshop (e.g., cropping) and knowledge of various **image file formats** (TIF, JPG, JP2)
- Computer proficiency: **databases** (FileMaker preferred), **Microsoft Office**, **web browsers**, and **file sharing tools**
- Professional **writing and communication skills**
- Ability to **multitask**, work **independently**, and maintain **attention to detail**
- Helpful experience: background in history, geography, cartography, or library and information science; foreign language skills

**To apply**, submit a **detailed cover letter and resume** to Jude Leimer at:  
hcart-office@geography.wisc.edu

Your **letter of application serves as a writing sample**, so only applications that include both a **cover letter and resume** will be acknowledged or considered.

**More about the History of Cartography Project**

- [www.geography.wisc.edu/histcart](http://www.geography.wisc.edu/histcart)
- [Facebook.com/HistoryofCartographyProject](https://www.facebook.com/HistoryofCartographyProject)
- Volumes 1-3 online at [www.press.uchicago.edu/books/HOC](http://www.press.uchicago.edu/books/HOC)