



## History of Cartography Project

# STUDENT HOURLY OFFICE ASSISTANT

Position likely available December 2020–January 2021.

### Position Description

The History of Cartography Project is a research, editorial, and publishing venture drawing international attention to the history of maps and mapping. The Project treats maps as cultural artifacts created from prehistory through the twentieth century. Its major work is the multi-volume *History of Cartography* series.

The Office Assistant will: manage inventory of library materials, use a custom database, create Facebook posts, update WordPress site, draft correspondence, phone and email associates world-wide, format and proofread Word documents, copy and scan documents and library materials, distribute mail, file, and support staff as assigned. Become increasingly involved in projects related to outreach, publication, research, grant writing, and events.

### Employment details

- Starting hourly wage is \$11.00, with a review after six months
- 13-15 hours per week (special projects may provide up to 20 per week)
- Undergraduate and graduate students encouraged to apply; multi-year commitment preferred
- Must be enrolled as a student; work study funding accepted

### A great place to work

- Flexible days and times (within standard office hours); must work at least four days/week
- Temporarily working remotely; office is located in Science Hall across from Memorial Union
- Be part of a small, dedicated, friendly staff working on a ground-breaking, award-winning research and publication series

### Preferred qualifications and abilities

- Demonstrated ability to handle multiple responsibilities, prioritize assignments, and stay focused and on task
- Excellent organizational skills and attention to detail
- Excellent verbal and written communication skills, including basic editing (mastery of English required)
- Ability to work well with a diverse team and maintain confidentiality
- Ability to problem-solve and research solutions
- Knowledge of software and computing
  - o Microsoft Word: paragraph style, page layout, and document formatting
  - o Database experience (Filemaker preferred): entry; searches; export for report or merge
  - o Mac OS, WordPress, Excel (links, layout, format for print), Adobe Acrobat (create, merge, edit), file sharing tools, and experience with Photoshop or Illustrator is a plus

### Additional information

Completed applications will be reviewed on a rolling basis. If an applicant is invited to participate in an interview, they will meet with the hiring committee via Zoom (~1 hour). All communications regarding applicant status will be communicated through email. All applicants will receive notification of the hiring committee's decision. Applicants will be evaluated based solely on their qualifications and their ability to fulfill the duties required of the position. Preference may be given to candidates who are able to commit to remaining in the position for multiple years.

### How to apply

When the position opens, applications will be accepted online at <https://studentjobs.hr.wisc.edu/en-us/listing/>. Only applications that **include both a cover letter and resume** will be acknowledged or considered. **Your letter of application serves as a writing sample.** We encourage you to read this position description carefully and **learn about the History of Cartography Project** before applying:

- [geography.wisc.edu/histcart](http://geography.wisc.edu/histcart)
- [facebook.com/HistoryofCartographyProject](https://facebook.com/HistoryofCartographyProject)
- Volumes 1-3 and 6 online at [press.uchicago.edu/books/HOC](http://press.uchicago.edu/books/HOC)