

**Assistant Director:** University of Wisconsin-Madison Cartography Lab

Contact: Mark Harrower (maharrower@wisc.edu)

Location: University of Wisconsin-Madison, 550 N. Park Street, Madison, WI 53706

Telephone Number: (608) 262-2138 FAX:(608) 265-3991

Annual Salary Range: \$55,000-\$60,000

**Job Description:** We are looking for an accomplished and energetic cartographer to manage and oversee the daily operations of the UW Cartography Lab located in the Dept. of Geography. This is a rare opportunity to join the oldest university cartography lab in the country and to shape its future. For over 50 years the Lab has worked closely with faculty and members of the public to create maps of the highest quality and simultaneously provide learning and apprenticeship opportunities for students.

The primary duties of this position are to design and produce maps and related products (both print and online), work with the faculty Lab Director to bid on jobs and secure funds (both internal and external funds), manage lab operations and client relations, and supervise and train our team of student employees. The products produced by the lab range from illustrations for textbooks to wall maps to educational websites to fully interactive online maps and mash-ups. See [http://www.ohr.wisc.edu/pvl/pv\\_059204.html](http://www.ohr.wisc.edu/pvl/pv_059204.html) for official university posting.

This is a full-time (40 hours/week), 12-month academic staff position with a complete suite of benefits including health insurance, vacation, sick leave, State of Wisconsin retirement system eligibility, and more.

**Required Knowledge**

- Principles and techniques of cartography.
- Principles of cartographic design.
- Fundamentals of computers and cartographic software.
- Fundamentals of project management.
- Fundamentals of training, supervising, and evaluating employees.

**Required Qualifications:**

- Undergraduate degree in geography/mapping sciences or a related field with a minimum of 7 years of experience in commercial/production cartography.
- Demonstrated excellence in map design.
- A proven track record to secure funds and work closely with a broad range of clients.

**Other desired qualifications:**

- Preference given to applicants with graduate degree(s) in geography/mapping sciences or a related field with at least 5 years of experience.
- Experience managing employees.
- A broad set of digital skills in the latest mapping/GIS/web software technologies.

**Application Deadline: August 15, 2008**

**Start Date: October 1, 2008.**

**To Apply:** Submit resume, cover letter, 5 samples from your portfolio (print or digital), and names of 3 references to:

Mark Harrower  
Department of Geography  
University of Wisconsin-Madison  
160 Science Hall  
550 North Park Street  
Madison, WI 53706

NOTE: A criminal background check will be conducted prior to hiring.

Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer.