



**The American Geographical Society Library
University of Wisconsin–Milwaukee Libraries**

Position available:

Map Digitization Student Assistant

April 17, 2018

The American Geographical Society Library seeks a Map Digitization Student Assistant—a new position created to assist with scanning, plotting, and digital preservation of the AGS Library’s unique map collection. The incumbent will use a large-format scanner to capture archival quality images of maps for inclusion in digital collections and for distribution to patrons. The student works under the supervision of the Geospatial Information Specialist but also works with staff from the UWM Libraries Digital Collections and Initiatives Department to learn best practices for image capture and processing in a special library.

The American Geographical Society Library, one of the premier collections of its kind in North America, contains over 1.3 million items supporting instruction, research and learning at the University of Wisconsin-Milwaukee and around the world. Formerly the library and map collection of the American Geographical Society of New York, it was donated to the University of Wisconsin-Milwaukee Libraries in 1978 following a nationwide selection process by the AGS of New York.

Students with experience in photography, digitization, or graphic arts and/or interest in special libraries, map librarianship, or digital libraries are highly encouraged to apply. The candidate must be a student at an institution of higher education and enrolling for Fall 2018.

Application Deadline: Friday May 11th, 2018 at 12:00 PM – See *How to Apply* below

Duties include:

- Use a large-format scanner to capture archival digital images of paper maps
- Process images using Adobe Photoshop
- Assist in describing materials using keywords and controlled vocabulary in databases
- Process scanning and printing requests from library patrons with exceptional customer service
- Assist with other general library duties

Time and Schedule Requirements:

10-20 hours per week with the possibility for additional hours in the future. Student assistants work a fixed schedule each week. That schedule is flexible, but must be contained within the AGSL’s open hours: Monday through Friday, 8:00am to 4:30pm.

Compensation: \$9.00/hr

Required Qualifications:

- Demonstrated ability to use a computer and learn to use new software and hardware
- Accuracy of work and a strong attention to detail
- Responsibility to work with rare, fragile, and valuable materials
- Currently enrolled at an institution of higher education and will be enrolling Fall 2018
- Position subject to UWM Libraries criminal background check

Desired Qualifications:

- Strong computer skills—familiarity with Adobe Photoshop, MS Access/Excel, Windows
- Technology troubleshooting skills and development of effective workflows
- Experience in digital imaging, digital photography, graphic design, or visual art
- Interest in maps, geography, cultural heritage, and special libraries
- Interest in geographic information systems, librarianship
- Proficiency in language(s) other than English

How to Apply:

Please send your resume as a PDF attachment and a brief statement of interest (200-400 words) in the body of an e-mail to Stephen Appel at srappel@uwm.edu before the application deadline.

Guidance:

Your statement of interest should not simply repeat facts from your resume. Rather, it should detail some particular items or introduce new information that does not have a natural place in the resume. Choose one or two examples from your background that particularly illustrate your qualification for and interest in the job, and tell us about those in your statement. Qualifications not in your resume or statement are not assumed. Use the resources available to you from the UWM [Career Planning and Resource Center](#) and elsewhere online. Failure to follow application instructions will likely result in the rejection of your application.

For information on the AGS Library, visit <http://uwm.edu/libraries/ags/>

If you have questions about the position or want more information, please contact Stephen Appel at srappel@uwm.edu or 414-229-6282.