

## NORTHERN ILLINOIS UNIVERSITY

Northern Illinois University is seeking applications for a Senior Cartographer. This position will be responsible for cartographic and presentation production, map and graphics design consultation, support to the university's GIS and mapping science curriculum, enhancing the university's contribution to northern Illinois through educational in-service and other public service. **Requirements:** **1)** M.A./M.S. in Geography or Cartography with two years of experience in GIS and map production OR B.A./B.S. in Geography or Cartography with four years of experience in GIS and map production. **2)** Demonstrated background in map design and cartographic communication, experience with Geographic Information Systems, experience with presentation and Office productivity software, and an understanding of the map production process from design through color printing. This position involves substantial interaction with faculty, staff, students and other professionals. Candidates should have a strong work ethic and the ability to complete projects independently and on time, enthusiasm for the fields of geography and cartography, the ability to work closely with a wide range of persons, and a commitment to high professional standards.

This position is classified as Civil Service salaried. Northern Illinois University is an Affirmative Action/Equal Employment Opportunity Institution committed to diversity. Minorities and women are especially encouraged to apply. A pre-employment background check is required.

### Percentage of Time on a Given Task:

75%	Cartographic and Presentation Production
10%	Map and Graphics Design Consultation
10%	Support to the University GIS and Mapping Science Curriculum
05%	In-service to University and Public Service

## MATERIALS

[\(Click here for employment application\)](#). Applications containing employment information from your first job through your current position, a detailed resume (that includes your e-mail address), cover letter and a copy of your college/university transcripts and/or DD214 if applicable, must be received in Human Resource Services by 5:00 p.m. on 11/1/17. Incomplete applications will not be considered.

Current NIU employees need to complete a "Civil Service Request to Test" form ([click here](#)) and submit it along with the above noted documents to Human Resource Services by 5:00 p.m. on 11/1/17.

**NOTE: ANY APPLICANT WHO FAILS TO SUBMIT A DETAILED RESUME OF EXPERIENCE WILL NOT BE CONSIDERED.**

All qualified candidates will be scheduled to take a State Universities Civil Service Examination. At the time of testing, you will be required to present a photo ID.

**IMPORTANT INFORMATION:** If you have previously submitted a Civil Service application and wish to apply for this position, please phone 815-753-6000, otherwise, completed applications and supporting documents should be mailed or delivered to Human Resource Services at 1515 W. Lincoln Highway or faxed to 815-753-2335. Please note that for security purposes, applications, Civil Service Request to Test forms and supporting documents that are e-mailed are not accepted at this time.