Application Packet For
Modern Language Conversation Partner

University of Nebraska at Kearney
UNK Learning Commons
Calvin T. Ryan Library #223
(308) 865-8728
**Conversation Partners**
*Position Description*

**Job Description:** Modern Language Conversation Partners meet students by appointment individually or in small groups to practice speaking a language in an immersive environment. Conversation topics may be chosen/directed by faculty members teaching a class or can be open-ended. Conversation partners are responsible for attending their appointments consistently and punctually, recording appointments when requested by students, communicating effectively in the target language during each appointment at a level the student can understand, communicating with faculty about the appointment if needed or required, and reporting to Learning Commons staff regarding logistical employment procedures.

**Qualifications:** In order to qualify for the Conversation Partner position, applicants must:

- possess the following work habits and interpersonal skills:
  - Sincere desire to serve the campus community
  - Independently dependable and responsible
  - Inviting and engaging with new people

- meet the following academic/language standards:
  - Be a UNK student (Undergraduate and Graduate students encouraged to apply)
  - Be a native speaker of the target language or a highly proficient heritage or acquired-language speaker who has traveled abroad to a country which speaks the target language
  - Have and maintain a minimum cumulative GPA of 3.0.
  - Communicate proficiently both in English and in the target language

**Application:** Completed applications will include the following two (2) items:

1) Completed application form including:
   - One UNK faculty recommendation addressing competence in the target language (forms included in this packet)
   - One personal reference recommendation from a UNK staff or faculty member addressing work habits and interpersonal skills (form included in this packet)
2) Current unofficial transcript (this can be printed from myBlue)

**Provisions:** Contract renewable on a semester basis provided:

- The employee achieves acceptable academic progress
- The employee satisfactorily fulfills responsibilities outlined in their contract
- A need for the employee still exists

**Hours/Salary:** Modern Language Conversation Partners work a varied number of hours per week, depending on appointments, and are paid hourly for their work through the LC.

**Application Deadline:** Prior to August (for Fall semester) or January (for Spring semester)

**Contact Information:** Keri Pearson (pearsonka@unk.edu) or Dr. Ronald Wirtz (wirtzrl@unk.edu)
Full Name: ___________________________________________  Student ID#__________________________

Local Address: ___________________________________________  Phone: (_______)______________________

College(s) attended:____________________________________

Major:______________________________________  Minor:_____________________________

Cum. GPA:__________________________  Semester Hours Earned:________________

How many semesters will you be available to work?________________________

Hours per week you can work? _______    ________  Min                Max

Do you have another on-campus job at UNK? Yes    No

Department: _____________________  Hrs/Wk ________

Please circle the Modern Language for which you want to become a Conversation Partner:

French    German    Spanish    Other

How did you learn the language you want to help with?

☐ Native speaker (I grew up speaking the language in my home and my country.)
☐ Heritage speaker (I learned to speak the language in my home, but the dominant language of the country I grew up in was different from my home language.)
☐ Acquired language (I learned the language through classes, travel, and/or other deliberate means.)
☐ Other (please specify): __________________________________________________________________________________________________

Please provide the names of your references (forms included in application)

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Office Use Only

Application materials received: Application Transcript Faculty Ref Personal Ref
Interview: Initial Email Interview Date/Time Completed
Hiring outcome: Hired Not hired On file
Please answer the following questions:

- Why are you interested in becoming a Conversation Partner at UNK?

- Describe your relationship with the faculty members teaching that language.

- What ideas do you have to encourage students to come back again after meeting with you a first time?

- What experience or previous jobs do you have that would help you be an effective Conversation Partner?

- If you are a heritage or acquired language speaker, have you traveled abroad to a country in which the target language is spoken?

I have provided the information requested in this application in truth to the best of my ability.

________________________________________________________________________
Signature                          Date

Please return this application and an unofficial copy of your UNK transcript to:

UNK Learning Commons
Application Collection
Calvin T. Ryan Library #223
Phone: (308) 865-8728

It is the policy of the University of Nebraska at Kearney not to discriminate based upon age, race, ethnicity, color, national origin, pregnancy, disability, sex, sexual orientation, gender identity, genetic information, veteran's status, marital status, religion or political affiliation.
Faculty Recommendation for Conversation Partner

Applicant’s NUID#: _____________________  Applicant’s Name: ________________________________________________

Instructor’s Name: _____________________________  Language: _________________________________

How do you know the applicant?

Describe how this applicant typically interacts with new people.

Is the applicant able to communicate clearly in English and in the language listed above?

Based on the applicant’s proficiency in the target language, what level of students (100, 200, 300, etc) would benefit from a foreign language conversation with this applicant?

Is the applicant dependable and responsible?

Do you recommend the above student as a Conversation Partner?

_____ Highly and without reservation
_____ Recommend
_____ I do not feel comfortable recommending this student.
_____ I am not familiar with the qualifications of this student.

On the back of this form, please write any further information which would help us determine the applicant’s suitability for this position.

__________________________________________
Signature

______________________________
Date

______________________________
Title

______________________________
Department
Personal Recommendation for Conversation Partner

Applicant’s NUID#: ____________________  Applicant’s Name: ________________________________

Name of person providing reference: ______________________________________________________

How do you know the applicant?

Describe how this applicant typically interacts with new people.

Is the applicant independently dependable and responsible?

Please describe any other qualities that make this applicant a good candidate for this position:

Do you recommend the above student as a Conversation Partner?

_____ Highly and without reservation
_____ Recommend
_____ I do not feel comfortable recommending this student.
_____ I am not familiar with the qualifications of this student.

__________________________     __________________________
Signature                  Date

__________________________     __________________________
Title                      Department

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