Application Packet For
Modern Language Event/Table Assistant

University of Nebraska at Kearney
UNK Learning Commons
Calvin T. Ryan Library #223
(308) 865-8728
Modern Language Event/Table Assistant

Position Description

**Job Description:** Modern Language Event/Table Assistants support Modern Language Event/Table Coordinators in offering weekly, bi-weekly, or monthly activities which promote the understanding of, usage of, and appreciation for a modern language on the UNK campus. Assistants meet with the Coordinator at least once weekly to collaboratively plan and prepare events/table sessions. Assistants are responsible for various responsibilities related to events/table sessions as delegated by the Coordinator.

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

possess the following work habits and interpersonal skills:

- Sincere desire to serve the campus community
- Collaborative demeanor with supervisors and fellow workers
- Independently dependable and responsible
- Inviting and engaging with new people
- Creativity

meet the following academic standards:

- Be a UNK student (Undergraduate and Graduate students encouraged to apply)
- Be a native speaker of the target language or a 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 clearly both in English and in the target language
- Demonstrate appreciation for the target language and its culture/s

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

**Hours/Salary:** Modern Language Event/Table Assistants work 3 - 5 hours per week, depending on the event/table schedule, 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)
Modern Language Event/Table Assistant
Application

Date Received ___________________(office use only)

Full Name: ___________________________________________ Student ID#____________________
Last                   First                    M.I.

Local Address: __________________________________________ Phone: (___)____________________
City                        State                        Zip

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 Department: ____________________ Hrs/Wk ________
No

➢ Please circle the Modern Language Events/Table in which you want to participate.

Arabic    French    German    Japanese    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 Modern Language Event/Table Assistant at UNK?

- What ideas for events and activities would you like to propose to the Coordinator?

- **If a class is taught for this language at UNK**, describe your relationship with the faculty members teaching that language.

- What ideas do you have to attract students to attend the events/table sessions?

- What experience or previous jobs do you have that would help you be effective as a Modern Language Event/Table Assistant?

- **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 Modern Language Event/Table Assistant

Applicant's NUID#: ____________________  Applicant's Name: __________________________________________________________

Instructor’s Name: ___________________________________________  Language: ______________________________

How do you know the applicant?

How well does the applicant collaborate with peers? How well has the applicant collaborated with you?

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

Is the applicant dependable and responsible?

Please describe the applicant’s creativity and leadership qualities:

Do you recommend the above student as a Modern Language Event/Table Assistant?

_____ 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 ___________________________

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# Faculty Recommendation for Modern Language Event/Table Assistant

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Applicant’s NUID#: ___________________  Applicant’s Name: ____________________________________________

Instructor’s Name: ____________________________________________  Language: __________________________

How do you know the applicant?

How well does the applicant collaborate with peers? How well has the applicant collaborated with you?

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

Is the applicant **dependable** and **responsible**?

Please describe the applicant’s **creativity** and **leadership** qualities:

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**Do you recommend the above student as a Modern Language Event/Table Assistant?**

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

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

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**Signature**  

**Date**
Personal Recommendation for Modern Language Event/Table Assistant

Applicant’s NUID#: ______________________ Applicant’s Name: __________________________________________________

Name of person providing reference: ________________________________________________________________

How do you know the applicant?

How has the applicant demonstrated the ability to be inviting to and engage positively with new people?

Is the applicant independently dependable and responsible?

Please describe the applicant’s creativity and leadership qualities:

Do you recommend the above student as a Modern Language Event/Table Assistant?

_____ 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

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