Application Packet For
Modern Language Event/Table Coordinator

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

Position Description

Job Description: Modern Language Event/Table Coordinators plan and oversee weekly, bi-weekly, or monthly activities which promote the understanding of, usage of, and appreciation for a modern language on the UNK campus. If the Coordinator works with an Event/Table Assistant, they meet at least once weekly to collaboratively plan and prepare events/table sessions. Coordinators work closely and consistently with faculty to select and promote events/table sessions throughout the semester, including possibly aligning plans with course curriculum. The Coordinator reports to and cooperates with Learning Commons Associate Directors, Assistant Directors, and/or Office Associates in order to facilitate events/table sessions.

Qualifications: In order to qualify for the Coordinator 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:

a. The Coordinator achieves acceptable academic progress
b. The Coordinator satisfactorily fulfills responsibilities outlined in their contract
c. A need for the Coordinator still exists

Hours/Salary: Modern Language Event/Table Coordinators 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 Coordinator Application

### Date Received: ____________________ (office use only)

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Full Name:</td>
<td>________________________________</td>
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<td>Last</td>
<td>First</td>
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<tr>
<td>M.I.</td>
<td>Student ID #____________________</td>
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<tr>
<td>Local Address:</td>
<td>__________________________________</td>
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<td>Phone:</td>
<td>(_<strong>)</strong>____________________</td>
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<tr>
<td>City</td>
<td>State</td>
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<tr>
<td>Zip</td>
<td>Class Standing: FR SO JR SR GR</td>
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<td>College(s) attended:</td>
<td>________________________________</td>
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<tr>
<td>Major:</td>
<td>Minor: __________________________</td>
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<td>Cum. GPA:</td>
<td>Semester Hours Earned: __________</td>
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<tr>
<td>How many semesters will you be available to work?</td>
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<tr>
<td>Hours per week you can work?</td>
<td>Min    Max</td>
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Do you have another on-campus job at UNK? Yes No

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

- [ ] Arabic
- [ ] French
- [ ] German
- [ ] Japanese
- [ ] Spanish
- [ ] Other (please specify): ________________________________

### 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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<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
<th>Campus Phone</th>
<th>Subject</th>
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### Office Use Only

<table>
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<tr>
<th>Application materials received:</th>
<th>Application</th>
<th>Transcript</th>
<th>Faculty Ref</th>
<th>Personal Ref</th>
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<tbody>
<tr>
<td>Interview:</td>
<td>Initial Email</td>
<td>Interview Date/Time</td>
<td>Completed</td>
<td></td>
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<tr>
<td>Hiring outcome:</td>
<td>Hired</td>
<td>Not hired</td>
<td>On file</td>
<td></td>
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</table>
Please answer the following questions:

- Why are you interested in becoming a Modern Language Event/Table Coordinator at UNK?

- What ideas for events and activities would you like to do as 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 Coordinator?

- 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 Coordinator

Applicant’s NUID#: ___________________________  Applicant’s Name: ___________________________________________________________________________________

Instructor’s Name: ______________________________  Language: _________________________________

<table>
<thead>
<tr>
<th>How do you know the applicant?</th>
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<th>How well does the applicant collaborate with peers? How well has the applicant collaborated with you?</th>
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<tr>
<th>Is the applicant able to communicate clearly in English and in the language listed above?</th>
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<tr>
<th>Is the applicant dependable and responsible?</th>
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<th>Please describe the applicant’s creativity and leadership qualities:</th>
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<tr>
<th>Do you recommend the above student as a Modern Language Event/Table Coordinator?</th>
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<tbody>
<tr>
<td>_____ Highly and without reservation</td>
</tr>
<tr>
<td>_____ Recommend</td>
</tr>
<tr>
<td>_____ I do not feel comfortable recommending this student.</td>
</tr>
<tr>
<td>_____ I am not familiar with the qualifications of this student.</td>
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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.

__________

Signature  

__________

Date  

Title  

Department
Faculty Recommendation for Modern Language Event/Table Coordinator

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 Coordinator?

_____ 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 Modern Language Event/Table Coordinator

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 Coordinator?**

- [ ] 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

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