Application Packet For
Modern Language Table Coordinator

University of Nebraska at Kearney
Academic Success Learning Commons
Calvin T Ryan Library #223
(308) 865-8728

A Division of

UNK
STUDENT AFFAIRS
Modern Language Table Coordinator
Position Announcement

Job Description: Modern Language Table Coordinators work directly with students in small group settings under the supervision of the Tutoring Specialist. Modern Language Table Coordinators lead a team of tutors and/or Discussion or Pronunciation Leaders in planning and orchestrating games and activities for each Conversation Table session. Modern Language Table Coordinators meet weekly with their team to collectively plan and prepare that week’s session/s. Modern Language Table Coordinators work with Discussion and/or Pronunciation Leaders to create their weekly schedules, and may be involved in interviewing Discussion and/or Pronunciation Leader applicants.

All applicants must possess the following work habits and interpersonal skills:
- Sincere desire to help fellow students
- Ability to take directions well and cooperate with staff and supervisors
- Dependability
- Excellent service skills

Qualifications: In order to qualify for the position of Academic Peer Tutor, all applicants must:
- Be a UNK student (Undergraduate and Graduate students encouraged to apply).
- Have and maintain a minimum cumulative GPA of 3.0.
- Communicate clearly both in English and in the language of the conversation table
- Submit two academic faculty recommendations from UNK faculty members certifying competence in the language of the conversation table (forms included in this packet).
- Submit a personal reference recommendation from a UNK staff or faculty member (form included in this packet).
- Submit current unofficial transcript (print from UNK myBlue site).
- Complete interview process with Tutoring Specialist and/or Learning Commons Assistant Director.

Salary: Modern Language Table Coordinators are paid a competitive hourly wage. Please inquire directly with the Tutoring Specialist for the current wage.

Provisions: Renewable contract on a semester basis provided:
- The Modern Language Table Coordinator achieves acceptable academic progress
- The Modern Language Table Coordinator fulfills responsibilities outlined in their contract
- A need for the Modern Language Table Coordinator still exists

Hours: Modern Language Table Coordinators work 2 - 5 hours per week, depending on their availability and the conversation table schedule. Schedules will be determined by the Conversation Table Coordinator and Tutoring Specialist at the start of the semester.

Application Deadline: Applications are accepted at anytime! Most Modern Language Table Coordinators are hired by December and May for the following semester.

Contact Information: UNK Learning Commons - (308) 865-8728
Keri Pearson, Tutoring Specialist: pearsonka@unk.edu
Date Received ___________________ (office use only)

Full Name: _____________________________________________
Last         First         M.I.

Student ID#_____________________

Local Address: __________________________________________

Phone: (____)_____________________

E-mail address:_________________________

City      State     Zip

College(s) attended:____________________________________

Major:________________________________________ Minor:________________________

Cum. GPA:___________ Semester Hours Earned:___________

Class: FR ________      SO ________

Class: FR ________      SO ________

How many semesters will you be available to tutor?___________

Class: FR ________      SO ________

Class: FR ________      SO ________

How many semesters will you be available to tutor?___________

Class: FR ________      SO ________

How many semesters will you be available to tutor?___________

Class: FR ________      SO ________

Hours per week you can tutor?  ________    ________

Min       Max

Check below the Modern Language Table(s) in which you want to participate.

☐ La Mesa (Spanish Conversation Table)
☐ French Conversation Table
☐ Other (please specify): ________________________________

How did you learn the language of the conversation table(s) 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 indicate who we should expect references from.

Name                  Campus Address                  Campus Phone                  Subject
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

How did you hear about this Discussion or Pronunciation Leader position?

(Check all that apply)

☐ Learning Commons Website    ☐ I previously attended a conversation table
☐ A flyer                     ☐ A tutor                        ☐ Campus department/office  ☐ Faculty
☐ Other (Please Specify)______________________________
Please answer the following questions:

➢ Why are you interested in becoming a Modern Language Table Coordinator at UNK?

➢ What do you perceive as being the responsibilities of Modern Language Table Coordinator?

➢ What experience or previous jobs have you had that would help you in the position of a Modern Language Table Coordinator?

➢ Any additional information you would like to include:

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If employed, I understand that continued employment by Academic Success is contingent upon a review of each semester’s transcript and all provisions met as stated in the application.

Signature

Date

Please return to:
Application Collection
UNK Learning Commons
Calvin T Ryan Library #223
Phone: (308) 865-8728
Faculty Recommendation for Modern Language Table Coordinators

Applicant's Student ID#: __________________________

Instructor's Name: __________________________________________

(please print the name of the person providing this reference)

Applicant's Name: ____________________________________________ has applied for the position of Coordinator for the following service:

☐ La Mesa (Spanish Conversation Table)
☐ French Conversation Table
☐ Other (please specify): ____________________________________________

How do you know the applicant?

Is the applicant proficient in their knowledge and usage of pronunciation and grammar for the language listed above?
Yes ________ No ________ Not able to judge ________ (please note any exceptions below)

Is the applicant able to communicate clearly in English and in the language listed above?
Yes ________ No ________ Not able to judge ________ (please note any exceptions below)

Is the applicant dependable and punctual?
Yes ________ No ________ Not able to judge ________ (please note any exceptions below)

Does the applicant possess adequate leadership skills to effectively lead a team of peers?
Yes ________ No ________ Not able to judge ________ (please note any exceptions below)

Do you recommend the above student as a Modern Language Table Coordinator? (please include comments)

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

Comments:

Please use the back of this form for any further information you feel would help us determine the applicant's suitability for this position.

________________________________________  __________________________________________
Name (please print)  Title/Department

________________________________________  ________________________________
Signature  Date

________________________________________  ________________________________
Email Address  Campus Phone #

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UNK STUDENT AFFAIRS
Faculty Recommendation for Modern Language Table Coordinators

Applicant’s Student ID#: __________________________

Instructor’s Name: ________________________________________________
(please print the name of the person providing this reference)

Applicant’s Name: ____________________________________________ has applied for the position of Coordinator for the following service:

☐ La Mesa (Spanish Conversation Table)
☐ French Conversation Table
☐ Other (please specify): __________________________________________

How do you know the applicant?

Is the applicant proficient in their **knowledge and usage** of pronunciation and grammar for the language listed above?
Yes ______ No ______ Not able to judge ________ (please note any exceptions below)

Is the applicant able to **communicate** clearly in English and in the language listed above?
Yes ______ No ______ Not able to judge ________ (please note any exceptions below)

Is the applicant **dependable** and **punctual**?
Yes ______ No ______ Not able to judge ________ (please note any exceptions below)

Does the applicant **possess adequate leadership skills** to effectively lead a team of peers?
Yes ______ No ______ Not able to judge ________ (please note any exceptions below)

**Do you recommend the above student as a Modern Language Table Coordinator?** (please include comments)

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

Comments:

Please use the back of this form for any further information you feel would help us determine the applicant’s suitability for this position.

__________________________________________
Name (please print) __________________________________________

__________________________________________
Signature Date

__________________________________________
Email Address Campus Phone #

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**UNK STUDENT AFFAIRS**
Personal Recommendation for Modern Language Table Coordinators

Applicant’s Student ID#: ____________________________

Instructor’s Name: ____________________________________
(please print the name of the person providing this reference)

Applicant’s Name: ____________________________
(applicant, please print your name) has applied for the position of Coordinator in the following:

☐ La Mesa (Spanish Conversation Table): Discussion Leader
☐ French Conversation Table: Pronunciation Leader
☐ Other (please specify): ____________________________

How do you know the applicant?

Is the applicant personable with others who do not speak the language in which they want to assist?
Yes ______ No ________ Not able to judge ________ (please note any exceptions below)

Is the applicant able to communicate clearly in English and in the language they want to assist?
Yes ______ No ________ Not able to judge ________ (please note any exceptions below)

Is the applicant enthusiastic and energetic?
Yes ______ No ________ Not able to judge ________ (please note any exceptions below)

Do you recommend the above student as a Modern Language Table Coordinator? (please include comments)

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

Comments:

Please use the back of this form for any further information you feel would help us determine the applicant’s suitability for this position.

Name (please print) ____________________________ Title/Department ____________________________

Signature ____________________________ Date ____________________________

Email Address ____________________________ Campus Phone #

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UNK Student Affairs