Application Packet For
Modern Language Table Discussion and Pronunciation Leader Positions

University of Nebraska at Kearney
Academic Success Learning Commons
Calvin T Ryan Library #223
(308) 865-8728
Discussion and Pronunciation Leaders
Position Announcement

Job Description: Discussion and Pronunciation Leaders work directly with students in small group settings under the supervision of the Tutoring Specialist. Discussion and Pronunciation Leaders help plan and facilitate games and activities for each Conversation Table session under the supervision of the Conversation Table Coordinator. Discussion and Pronunciation Leaders meet weekly as a team with other Discussion and Pronunciation Leaders and the Conversation Table Coordinator to collectively plan and prepare that week’s session/s.

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 an academic faculty recommendation from a UNK faculty member 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 Conversation Table Coordinator, Tutoring Specialist, and/or Learning Commons Assistant Director.

Salary: Discussion and Pronunciation Leaders 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 Discussion or Pronunciation Leader achieves acceptable academic progress
- The Discussion or Pronunciation Leader fulfills responsibilities outlined in their contract
- A need for the Discussion or Pronunciation Leader still exists

Hours: Discussion and Pronunciation Leaders work 2 - 5 hours per week, depending on their availability and the conversation table schedule. Schedules will be determined by the Discussion or Pronunciation Leader and the Conversation Table Coordinator at the start of the semester.

Application Deadline: Applications are accepted at anytime! Most Discussion and Pronunciation Leaders 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
Full Name: ___________________________ Student ID#____________________

Last First M.I.

Local Address: __________________________________________ Phone: (___)____________________

__________________________________________ E-mail address:_________________________

City State Zip

College(s) attended:________________________________________ Class: FR____

Major:________________________ Minor:_________________________ SO____

Cum. GPA:______________ Semester Hours Earned:_____________ JR____

How many semesters will you be available to tutor?______________ SR____

Hours per week you can tutor? _______ _______ GR____

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.

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☐ 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 Discussion or Pronunciation Leader at UNK?

- What do you perceive as being the responsibilities of Discussion and Pronunciation Leaders?

- What experience or previous jobs have you had that would help you in the position of a Discussion or Pronunciation Leader?

- Any additional information you would like to include:

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 Discussion and Pronunciation Leaders

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 Discussion or Pronunciation Leader in the following:

Conversation Table for which applicant is seeking recommendation (please check one for this reference):

- [ ] La Mesa (Spanish Conversation Table): Discussion Leader
- [ ] French Conversation Table: Pronunciation Leader
- [ ] 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)

Do you recommend the above student as a Discussion or Pronunciation Leader? (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 ____________________________

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Email Address ____________________________ Campus Phone # ____________________________
Personal Recommendation for Discussion and Pronunciation Leaders

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 Discussion or Pronunciation Leader in the following:
*(applicant, please print your name)*

Conversation Table for which applicant is seeking recommendation (please check one for this reference):

- [ ] 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 Discussion or Pronunciation Leader?** *(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