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*Application Packet For*  
**Modern Language**  
**Event/Table**  
*Coordinator*

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

**UNK Learning Commons**

# 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](mailto:pearsonka@unk.edu)) or Dr. Ronald Wirtz ([wirtzrl@unk.edu](mailto:wirtzrl@unk.edu))

**Modern Language Event/Table Coordinator**  
*Application*

**Date Received** \_\_\_\_\_ (office use only)

Full Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
*Last First M.I.*

Local Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_  
*City State Zip* Class Standing: FR SO JR SR GR

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? _____	
<i>Min</i>	<i>Max</i>

**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)**

<u>Name</u>	<u>Campus Address</u>	<u>Campus Phone</u>	<u>Subject</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***Office Use Only***

Application materials received:	<b>Application</b>	<b>Transcript</b>	<b>Faculty Ref</b>	<b>Personal Ref</b>
Interview:	<b>Initial Email</b>	<b>Interview Date/Time</b> _____		<b>Completed</b>
Hiring outcome:	<b>Hired</b>	<b>Not hired</b>	<b>On file</b>	

## Please answer the following questions:

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- 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?

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

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**Signature**

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**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: \_\_\_\_\_

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*

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## 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*

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## 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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