

NHSMUN 2022 ASSISTANT DIRECTOR APPLICATION

Due Date: June 1, 2021, by 11:59 PM Eastern Time

Submit to: apply@imuna.org

INSTRUCTIONS:

- Please prepare a PDF or Microsoft Word document which contains your responses to the below prompts. Please email your completed document to apply@imuna.org by June 1, 2021.
- Please also obtain a one-page letter of recommendation. We would prefer that this letter come from a high school faculty advisor, but if you did not participate in MUN during high school, please send a letter from any teacher, professor, or supervisor who could speak to your abilities. This recommendation should also be sent to apply@imuna.org.
- Note: you may apply for a Substantive Assistant Director position, Administrative Assistant Director position, or both.

DESCRIPTIONS OF THE SUBSTANTIVE ASSISTANT DIRECTOR & ADMINISTRATIVE ASSISTANT DIRECTOR ROLES:

- *Administrative Assistant Director:* The administrative team's job is to make the conference experience for delegates and FAs as seamless and as enjoyable as possible. While the substantive team (below) works in committees with delegates, the administrative team supports the substantive team's work and prepares all parts of the NHSMUN experience that are not part of committee simulations. The Administrative team is broken up into the following groups: Administrative Services, Global Partnerships, Conference Operations, and Media Production. The administrative team will work together during the conference, but ADs will have the opportunity to specialize in one of the aforementioned areas during the pre-conference preparation. ADs will also be working collectively with the Directors and Senior Directors of the various portfolios for pre-conference training.
- *Substantive Assistant Director:* Substantive Assistant Directors (ADs) will be paired with a committee director and will have the primary responsibilities of preparing for and running the committee sessions. Substantive ADs and their directors will be on the dais during the committee sessions at the conference and will occasionally chair committee sessions. ADs will also serve as a resource for questions on the topics as well as questions on parliamentary procedure both during and before the conference. Directors and ADs also provide feedback to delegates through emails and comments on position papers. ADs will have training on the rules of procedure prior to the conference and will also write an Update Paper, a short research paper on current events related to the topics, in order to further learn the committee's topics.

APPLICATION QUESTIONS:

Basic Information

1. Full Name
2. E-mail Address:
3. Telephone Number:
4. Current Address:
5. Name of the person writing your recommendation letter:
6. Role/your relationship with the person writing your recommendation letter:

Education and Experience

7. High School:
8. High school graduation date (Please note that you must have graduated from high school by March 2022:
9. College/university and expected graduation year:
10. If you have participated in IMUNA Conferences, please list the year(s) and committee(s) on which you served:
11. Please list all other MUN conferences you have staffed or attended, including the conference name, committee name, and country name.
12. Do you have leadership, teaching, organizational, or any other relevant experiences?

General Questions

13. Which of the two sessions will you be able to attend for the entire time, including the training days? (March 14-22 for Session 1, or March 19-27 for Session 2)? If you can attend either session, please note that here.
14. What are some other extracurricular activities in which you anticipate you may be involved this year? How will you balance your time commitments?
15. Why do you want to serve at NHSMUN as an Assistant Director?
16. Why are you interested in international affairs?
17. Tell us about a time you handled stress in a high-intensity, professional environment either effectively or ineffectively. What would you change about your stress management technique in the future, if anything?
18. Describe a situation when a project you were working on was not going well. Describe how you knew it wasn't going well and what you did to change course.
19. Are you interested in serving as an Administrative Assistant Director or Substantive Assistant Director? Please refer to the description of both positions below.

Substantive Assistant Director Applicants ONLY

20. Why do you want to be a substantive AD?
21. If selected, what type of topic would you prefer (e.g. social, legal, economic, political, etc.)? Why?
22. If selected, what size committee would you prefer (e.g. small, medium, large)? Why?
23. What particular committee types do you have experience with? If all, please give more detail.
24. Would you prefer to work with delegates who are brand new to MUN, moderately experienced, or very experienced? Why?
25. In your own words, please write a BRIEF response (one page, double-spaced, size 12 font) to the following prompt: If you could select a topic of your choice to discuss in any Model UN committee, what would your topic be, and why? How would this be engaging for delegates? Why is it an important topic? Note that this should not be a summary of the topic; instead, focus on why the topic is worthy of debate at NHSMUN. Please cite at least 2-3 academic sources (using the citation style of your choice) in a works cited page at the end of your document.

Administrative Assistant Director Applicants ONLY

26. Why do you want to be an administrative AD?
27. Describe a time when you handled stress ineffectively and what, if anything, you would change about your response or the way you communicated with those involved.
28. Please share any experience or skills you have in organizing or planning events, coordinating logistics or scheduling, or any other relevant organizational roles you have held.
29. Please share your proficiency with professional Mac and PC computer programs including but not limited to: Microsoft Office, Google Drive, and Adobe Products (illustrator, Acrobat, etc.)
30. In your own words, please write a BRIEF response (1-2 pages, double-spaced, size 12 font) to the following prompt: A keynote speaker is someone with a defining life experience meant to highlight the importance of the experience at NHSMUN and what international relations and global partnerships can do for the greater good. Imagine you are asked to lead the effort to select and recruit NHSMUN's keynote speaker. Please describe how you would decide who the speaker should be and the steps you would take to get him or her to accept the invitation to serve as the keynote speaker.

Writing Sample (All Applicants)

31. Please attach a short (2-4 pages, double-spaced) non-Model UN writing sample. If possible, please choose a sample from an academic research paper (not a personal essay or piece of creative writing). Well-developed research and writing skills are of tremendous value as a conference staff member. Please choose a sample that accurately shows us your best work. This sample can be an excerpt from a larger work, and it should include the bibliography or works cited of the original document. If you do not have a writing sample that exactly matches these requirements, please choose a sample that matches as closely as possible.