

NHSMUN 2023 Assistant Director Application

Due Date: June 15, 2022, 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 prompts listed below. Email your completed document to apply@imuna.org by June 15, 2022.
- 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 Model UN during high school, please send a letter from any teacher, professor, or supervisor who can speak to your abilities. This recommendation should also be sent to apply@imuna.org.
- As you complete your application, if you have any questions, please contact us at the email referenced above. Thank you, and we hope to work with you!

DESCRIPTIONS OF SUBSTANTIVE & ADMINISTRATIVE ASSISTANT DIRECTOR ROLES:

- *Administrative Assistant Director:* The administrative team strives to make the conference experience as seamless and as enjoyable as possible for all participants. While the substantive team (below) works in committees with delegates, the administrative team provides the general and logistical support that is required in order for committees, as well as general conference operations, to be successful. The Administrative team is broken up into the following groups: Administrative Services; Global Partnerships; and Conference Operations. The administrative team will work together during the conference, but staff members will have the opportunity to specialize in one of the aforementioned areas during the pre-conference preparation. The team will also work 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 periodically 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 help craft an Update Paper, a short briefing on current events related to the topics, in order to further assist delegates in preparing for debate of the committee's topics.

APPLICATION QUESTIONS:

Contact 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 Name:
8. High School Graduation Date (Please note that you must have graduated from high school by March 2023 to be eligible):
9. College/University Name and Expected Graduation Date:
10. If you have participated in IMUNA Conferences, please list the year and committee(s) on which you served:
11. Please list all other MUN, Mock Trial, NSDA, JSA, or any relevant public speaking, debate, international relations, or general educational conferences or events in which you have participated or served as a staff member.
12. Please list any leadership or employment positions you have held and the general dates during which you held them. Include the name of the company/organization and your specific title or position.

General Questions

13. Which of the two NHSMUN sessions will you be able to attend in its entirety, including the training days? (March 7-14, 2023 for Session I, or March 12-19 for Session II)? If you can attend both sessions, please indicate this as well as your preferred session (if any).
14. Why do you want to serve as an Assistant Director at NHSMUN 2023?
15. Why are you interested in international affairs?
16. How will you balance your time with your other academic commitments and other activities in which you will participate during the next year?
17. What do you think are some of the most important elements of a successful Model UN conference or other educational experience?
18. Tell us about a time you handled stress in a high-intensity working environment. What would you change about your stress management technique in the future, if anything?
19. 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 improve the situation.
20. Are you interested in being an *Administrative* Assistant Director or *Substantive* Assistant Director? Please refer to the description of both positions below. **If you are applying for both positions**, please indicate this as well.

Substantive Assistant Director Applicants ONLY:

1. Why do you want to be a substantive AD?
2. If selected, which categories of topics (as many as you like) would you prefer to discuss in your committee and why? Examples might include broad categories like "political issues" or "economic issues," or could be much more narrow like "definitions of statehood" or "human rights related to free expression."
3. If selected, which size(s) of committee would you prefer (e.g. small, medium, large) and why?
4. With which particular committee types do you have experience? If all, please give more detail.
5. Would you prefer to work with delegates who are brand new to MUN, moderately experienced, or very experienced? Why?
6. In your own words, please write a BRIEF response (1-2 pages, 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, and why is it an important topic?

Note: 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) on a works cited page at the end of your document. Please paste this sample on a new page at the end of this application, **not** in a new document.

Administrative Assistant Director Applicants ONLY:

1. Why do you want to be an Administrative Assistant Director (AD)?
2. At the conference, Admin ADs often face short deadlines because delegates in their committees require a quick turnaround on a given task or project in order to continue with their debates. Tell us about an experience in which you faced short, rapid deadlines and how you navigated that experience.
3. Please share any experience or skills you have in organizing or planning events, coordinating logistics or scheduling, photography/videography/media production, event-related social media, or any other relevant experience you possess that you believe would be beneficial to you and your role at the NHSMUN conference.
4. 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.).
5. 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 agree to be the keynote speaker. Please paste this sample on a new page at the end of this application, **not** in a new document.

Writing Sample (All Applicants):

Please attach a short (2-4 pages maximum, double-spaced) non-Model UN writing sample. If at all possible, please choose a sample from a well-sourced 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 whether on the substantive or administrative side. 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 from the original document. Please paste this sample on a new page at the end of this application, **not** in a new document.