

# NHSMUN 2024 Assistant Director Application

Due Date: June 15, 2023  
Submit to: [apply@imuna.org](mailto:apply@imuna.org)

Please answer the following questions in a **Microsoft Word or PDF document**. Please name the file in the following format: "Your\_Name\_AD\_Application".

Please also have one recommender write a one-page letter of recommendation on your behalf. 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](mailto:apply@imuna.org).

## Contact Information

1. Full Name:
2. Preferred Pronouns (optional):
3. E-mail Address:
4. Telephone Number:
5. Current Address:

## Education and Experience

6. High School Name:
7. High school Graduation Date (Please note that you **must** have graduated from high school by March 2024 to be eligible):
8. College/University Name:
9. College/University Expected Graduation Date:
10. If you have participated in IMUNA Conferences, please list the year and committee(s) you served on:
11. Please list all other MUN, Mock Trial, NSDA, JSA, or similar debate/public speaking conferences you have **attended** (as a delegate) using the format shown below:
  - **Conference Full Name and Year:** Country, Committee
12. Please list all other MUN, Mock Trial, public forum, or similar debate/public speaking events you have **staffed** using the format shown below:
  - **Conference Full Name and Year:** Role Title, Committee (if applicable)
13. Please list any leadership or employment positions you have held and the general dates that you held them. Include the name of the company/organization and your title or position in it.
14. Who is writing your recommendation, and why did you choose that person to submit a recommendation on your behalf?

## General Questions

15. Which of the two sessions will you be able to attend for the entire time, which includes the training days? (March 4-12 for Session 1, or March 9-17 for Session 2)? If you can attend both sessions, please also indicate your preferred session.
16. Why do you want to be an Assistant Director at NHSMUN?
17. Why are you interested in international affairs?
18. How will you balance your time with your other class commitments and other activities that you participate in next year?
19. What do you think are some of the most important elements of a successful Model UN conference or other educational experience?
20. 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?
21. 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.
22. Are you interested in being an Administrative Assistant Director or Substantive Co-Assistant Director? Please refer to the description of both positions below.

## Descriptions of the Substantive Assistant Director and Administrative Assistant Director roles:

*Administrative Assistant Director:* The administrative team's job is to make the conference experience for delegates and faculty 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, handling merchandise sales, customer service and tracking logistics; Global Partnerships, managing external outreach to conference speakers and diplomatic missions to the United Nations; Conference Operations, leading the pre-conference logistical preparation and internal operations during the conference such as paper flow (tracking working paper and draft resolution intake and reproduction) and tracking intake needs for administrative services; and Media Production, which focuses on capturing and transforming the most special moments of conference into content. 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, an approximately four-page research paper on current events related to the topics, in order to further learn the committee's topics.

### Substantive Assistant Director (AD) Applicants ONLY

23. Why do you want to be a substantive AD?
24. If selected, what 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 might be much narrower like "definitions of statehood" or "human rights related to free expression."
25. If selected, what size committee would you prefer (e.g. small, medium, large)? Why?
26. What particular committee types do you have experience with? If all, please give more detail.
27. Would you prefer to work with delegates who are brand new to MUN, moderately experienced, or very experienced? Why?
28. 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? 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 (AD) Applicants ONLY

29. Why do you want to be an administrative AD?
30. At the conference, Admin ADs often face short deadlines because the delegates in their committees are usually waiting for us to continue with their debates. Tell us about an experience in which you faced short, rapid deadlines and how you navigated that experience.
31. 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.
32. Please share your proficiency with professional Mac and PC computer programs including but not limited to: Google Drive, Microsoft Office, and Adobe Products (Illustrator, Acrobat, etc.)
33. 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)

34. Please attach a short (2-4 pages, 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.