

NHSMUN 2025 ASSISTANT DIRECTOR APPLICATION

Due Date: June 15, 2024
Submit to: apply@imuna.org

INSTRUCTIONS:

- Please compile your **concise** answers to the below prompts and questions in a separate document. Save the document as a Microsoft Word or PDF file, and send the file to apply@imuna.org.
- 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 this is not possible, 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.

Contact Information

1. Full Name:
2. Preferred Pronouns (optional):
3. E-mail Address:
4. Telephone Number:
5. Current Address:
6. Who have you asked to provide your letter of recommendation? What is that person's relationship to you, and why have you asked them to serve as your recommender?

Education and Experience

7. High School Name:
8. High School Graduation Date (Please note that you **must** have graduated from high school by March 2025 to be eligible):
9. College/University Name:
10. College/University Expected Graduation Date:
11. If you have participated in IMUNA Conferences, please list the year and committee(s) you served on:
12. Please list any other MUN, Mock Trial, NSDA, JSA, or similar debate/public speaking conferences you have **attended** (as a delegate) using the format shown below. If none, list N/A.
 - **Conference Full Name and Year:** Country, Committee
13. Please list all other MUN, Mock Trial, NSDA, JSA, or similar debate/public speaking conferences you have **staffed** using the format shown below. If none, list N/A.
 - **Conference Full Name and Year:** Role Title, Committee (if applicable)
14. Please list any leadership or employment positions you have held and the approximate dates that you held those positions. Include the name of the company/organization and your title or position in it.

General Questions

15. Which of the two sessions will you be able to attend for the entire time, including the training days? (Sunday, March 03–Tuesday, March 11, 2025, for Session 1, or Friday, March 08–Sunday, March 16, 2025, 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. How will you balance your time with other class commitments and activities in which you participate next year?
18. What are some of the most important elements of a successful Model UN conference or similar educational experience?
19. 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?
20. Are you interested in being an Administrative Assistant Director or Substantive Assistant Director? Please refer to the description of both positions below. You are able to apply for both positions, but if hired, you will only be able to hold one position. If you are applying for both, please state your preference.

For reference, here are descriptions of the Substantive and Administrative Assistant Director (AD) roles:

- *Administrative Assistant Director:* The administrative team's job is to make the conference experience for delegates and advisors 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 the elements 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 and tracking logistics; Global Partnerships, managing external outreach to conference speakers and diplomatic missions to the United Nations; and 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. The administrative team works collaboratively 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 will be paired with a committee director and will primarily focus on preparing for and running the NHSMUN 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 prior to the conference. Directors and ADs also provide feedback to delegates through emails and comments on position papers. ADs will receive formal training on the rules of procedure prior to the conference and will also prepare an Update Paper, a short research piece on current events related to the committee topics designed to help delegates as they prepare for the conference.

Substantive Assistant Director Applicants ONLY

21. Why do you want to be a substantive AD?
22. 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 might be more narrow, like "definitions of statehood" or "human rights related to free expression."
23. If selected, which size committee would you prefer (e.g., small, medium, large)? Why?
24. With which particular committee types do you have experience? If multiple types, please provide more detail.
25. Would you prefer to work with delegates who are brand new to MUN, moderately experienced, or very experienced? Why?
26. In your own words, please write a VERY BRIEF response (1-2 paragraphs) 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.

Administrative Assistant Director Applicants ONLY

27. Why do you want to be an administrative AD?
28. At the conference, administrative ADs often face short deadlines because the delegates in their committees are often waiting for our support 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.
29. 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.
30. 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.)
31. In your own words, please write a VERY BRIEF response (1-2 paragraphs) to the following prompt: A keynote speaker is someone with a defining life experience who can help 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.

Writing Sample (All Applicants)

32. Please attach a short (2-4 pages, double-spaced) non-Model UN writing sample. Please ensure that the writing sample is a research paper that includes citations. 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 your application document.