



2011-2012 Staff Application

All applications must be submitted via email to staff@namun.org by **7 October 2011**

PART A: CONTACT INFORMATION

Name:

Current Address:

Phone Number:

Email Address:

PART B: AVAILABILITY

What is your Program of Study?

What year of study are you currently in? Which campus and college do you belong to?

What is your anticipated course load for the 2011-2012 academic year (i.e., number of credits)?

In what other activities (ex. extracurricular, employment, etc.) will you be involved with during the school year?

PART C: POSITIONS

For full description of positions, please refer to the last page of the application.



Check the position(s) you are applying for (a maximum of three choices):

Director, General Assembly Committee

Director, Historical Council

Moderator, Special Committee

Special Committees Crisis

General Assembly Staff – Page

Journalists, The Diplomat

Director, Special Committee

Moderator, General Assembly

Moderator, Historical Council

Staff Historical Council Crisis Staff

Conference Services Staff

Photographer

PART D: EXPERIENCE AND ABILITIES

The following are to be attached as separate files, emailed with this application to staff@namun.org.

I. Curriculum Vitae

If you are applying for a position as **Director** or **Crisis Staff**, please submit:

- ROSI Class Schedule
- Schedules of any additional weekly commitments (ex. jobs, extracurricular, etc.)
- 1-2 page writing sample from any previous academic work (ex. an excerpt from an essay of any subject)

If you are applying for a position as a **Moderator**, please submit:

- ROSI Class Schedule
- Schedules of any additional weekly commitments (ex. jobs, extracurricular, etc.)

If you are applying for a position as a **Journalist**, please submit:

- ROSI Class Schedule
- Schedules of any additional weekly commitments (ex. jobs, extracurricular, etc.)
- 1-2 page writing sample from any previous academic or journalistic work.

If you are applying for a position as a **Conference Services Staff** or **General Assembly Staff**, please submit:

- ROSI Class Schedule
- Schedules of any additional weekly commitments (ex. jobs, extracurricular, etc.)

If you are applying for a position as a **Photographer**, please submit:

- ROSI Class Schedule
- Schedules of any additional weekly commitments (ex. jobs, extracurricular, etc.)
- FIVE (5) photography samples from any previous date

(Note: The requested schedules are solely for the purpose of creating training schedules).



II. Personal Statement

In a statement of 250-300 words, describe the following:

- Model United Nations Experience(s)
- Volunteer/Extracurricular Experience(s) relevant to the position you are applying for
- Employment/Internship Experience(s) relevant to the position you are applying for
- Personal skills, strengths and weaknesses relevant to the position you are applying for

NAMUN XXVII: 2012 STAFF POSITION DESCRIPTIONS

Moderators

Responsibilities: Moderators are responsible for enforcing the parliamentary rules of procedures are being followed in committee. Each committee will be assigned two moderators. Moderators will follow a standardized set of parliamentary rules in General Assemblies. Moderators assigned to special committees will for the most part, follow the standardized set of parliamentary rules for General Assemblies with a few minor modifications.

Commitment: Moderators are expected to attend bi-weekly committee staff training sessions. During the conference, they are required to attend every session of their respective committees.

Director of Special Committees/General Assembly/Historical Committees

Responsibilities: Directors are responsible for the academic content produced in each committee. They are expected to be familiar with the topics of the committees to which they are assigned to. General Assemblies will be assigned two directors whereas Special Committees will be assigned one director. Directors who wish to be assigned to Special Committees are strongly recommended to have extensive prior Model UN experience.

Commitment: Prior to the conference, directors are expected to write a 5-7 single-spaced background guide on their assigned topics for their respective committees within a time-span of three months. They are expected to meet bi-weekly for NAMUN committee staff training sessions. During the conference, they are required to be in their respective committees throughout the duration of the conference.

Pages

Responsibilities: Pages are in charge of intra-committee communication between delegates. They make sure that pages arrive from the sender to the receiver in a very short time. The position of page, given how crucial it is for the communication of a committee, is equally crucial for the whole conference. Working as a page is also the best way to start participating in MUNs, especially if one is looking for preliminary experience and knowledge.



Commitment: Required during the conference schedule time February 21, 22, 23, 24 and are also required to attend all the sessions of their assigned committee during the said schedule. Very minimal time commitment but an excellent way to gain valuable MUN experience.

Special/Historical Committees Crisis Staff

Responsibilities: Crisis staff are responsible for the crisis scenario components of the all the Special/Historical Committee staff. They are the creative force behind the Special/Historical Committees. As such, their roles can encompass preparing mock press releases, mock intelligence briefs, preparing mock news footage, role-playing, etc. They steer delegates in an intended direction, and react to the delegates' progress.

Commitment: Crisis Staff are required to attend four monthly, comprehensive training sessions, as well as weekly training sessions with their respective colleagues. During the conference, they are required to be available throughout the duration of the conference.

Conference Services Staff

Responsibilities: Conference Service Staffers are the core administrative staff during the conference. They are responsible for the smooth functioning of the conference and assisting the Secretary General and the Secretariat in an administrative capacity when required. Their roles include delegate relations, registrations, maintaining conference rooms, and other logistical aspects of the conference.

Commitment: Prior to the conference, Conference Service Staffers are expected to meet with the Secretariat when deemed necessary. During the conference, they are required to be available with at least two of the four days throughout the duration of the conference.

Journalists, The Diplomat

Responsibilities: Journalists are staff members who will write articles for NAMUN's news daily, The Diplomat. They will sit in on one-to-two committees or as otherwise indicated by the Editor-in-Chief, and report the happenings of their assigned committees in an informative and entertaining manner. They are also expected to collect humorous sound-bites. They will write anywhere from one to two articles for everyday of the conference.

Commitment: Prior to the conference, journalists will meet up with the Editor-in-Chief of the Diplomat when required. During the conference, they are required to be available throughout the duration of the conference.

Photographer

Responsibilities: Photographers are required during the 4-day duration of the conference (February 18-21). They are required to attend the opening, gala dinner and closing ceremonies. Although we ask that you bring your own camera with you, previous experience is not necessary.