

## Staff and Secretariat Application 101

After you have delegated in numerous conferences and won some prestigious awards, maybe even a gavel, applying to be part of the staff and/or secretariat team is the next step. Being a staff/secretariat member requires more commitment but it also gives you the opportunity to experience MUN conferences in a new perspective. Bear in mind, you can always continue to participate in MUN as a delegate.

In order to become a staff/secretariat member for any MUN conference, you must first apply for the positions available. There are numerous positions with various responsibilities. The application process is divided into two steps: 1) Written Application and 2) In-person Interview. This document will deal with the "Written Application" section.

### Staff Application

The primary responsibility of any staff member is to run and manage the actual committee sessions. From writing the backgrounders to utilizing rules of procedures, the roles of staff varies by position. As a staff member, you should have an extensive knowledge on both the rules of procedures as well as world events.

### Positions

- *Director*
- *Assistant Director*
- *Chair*

The following questions are general questions asked on the written application form. Note that no one set of questions exist and each set of questions with vary depending on the year and the conference. Further, maximum/minimum word count may exist on many of these questions.

1. Basic Information (Name, grade, school)
2. List any prior MUN experience as a delegate, indicating the conference and year, committee, country/ position, and any awards won
3. List any prior MUN experience as a staff member or secretariat member, indicating the conference and year, committee where appropriate, position, and responsibilities What is a specific issue in MUN committees that you have experienced and wish to change?
4. Describe a stressful and dire situation in which you failed to act or improperly managed.
5. What personality trait do you find the most attractive and why?
6. Name a moral dilemma that would cause you to quit during the conference. Does not include events like family emergencies or any other external reasons.
7. DIRECTORS ONLY: You have been hired as a director in a General Assembly. Please write a welcome letter to your delegates
8. DIRECTORS ONLY: Writing sample (backgrounders, research paper, writing)
9. Résumé
10. Cover Letter



## Secretariat Application

Unlike Staff, there are more positions on a Secretariat team. Each position requires different qualifications but generally, a staff experience is appreciated for any secretariat position. The positions listed below is the common, staple roles that exist in a Secretariat team; however, new positions may be included to maximize the applicant's strengths. Like Staff application, the questions below may change depending on the year and the conference.

### Positions

- **Secretary-General**
  - Responsible for hiring and leading the Secretariat team with the help of Director-General and/or Deputy-Secretary-General(s)
- **Director-General**
  - Works with the Secretary-General and/or Deputy-Secretary-General(s) to help lead the Secretariat team
- **Deputy-Secretary-General**
  - Works with the Secretary-General and/or Director-General to help lead the Secretariat team
- **Chief of Staff**
  - Responsible for hiring, communicating, and training staff members. Plans staff training sessions to ensure all staff members are competent and ready for the conference
- **Under-Secretary-General of Committees (General Assemblies & Specialized Agencies)**
  - Responsible for deciding the committees program. Assists staff members with writing backgrounders, deciding topics, etc... Works with Chief of Staff to ensure all committees are prepared for the conference
- **Under-Secretary-General of Delegate Affairs**
  - Responsible for communicating with delegates, assigning countries, and making sure the overall delegate experience goes smoothly. Must be proficient in email use, spreadsheet software (Excel, Google Sheets, etc.), and respond to emails very quickly.
- **Under-Secretary-General of Finance**
  - Responsible for (name of MUN conference)'s budgeting, purchasing, and other financial activity. Works closely with the Secretary-General to ensure the conference remains fiscally secure.
- **Under-Secretary-General of Logistics**
  - Responsible for managing the logistical planning of the conference, including acquiring the correct materials, coordinating venue details, and ensuring the conference is organized and efficient.
- **Under-Secretary-General of Conference**
  - Works alongside USG Logistics to oversee the logistics of the conference, including communication with the hotel, sponsor teachers, and the day-to-day details of the conference.
- **Under-Secretary-General of Marketing**
  - In charge of marketing the conference, will work together with USG Sponsorship to improve (name of MUN conference)'s image and branding, operate (name of MUN conference)'s social media presence, coordinate the delegate social, and will also be in contact with potential sponsors, sponsor teachers, etc.



- **Under-Secretary-General of Sponsorship**

- Responsible for communicating with and obtaining sponsors for the conference, will work with USG Marketing to improve (name of MUN conference)'s branding and image.

- **Under-Secretary-General of Design and Media**

- Responsible for the designing and planning out media material

1. Basic Information (Name, grade, school)
2. List any prior MUN experience as a delegate, indicating the conference and year, committee, country/ position, and any awards won
3. List any prior MUN experience as a staff member or secretariat member, indicating the conference and year, committee where appropriate, position, and responsibilities
4. Indicate any other experiences or qualifications that you think are relevant
5. Please list any and all extracurricular activities and obligations you anticipate to be involved in next year and the associated time commitments. Explain how you intend to balance these along with your academics and (name of MUN conference), should you be selected
6. Why do you want to join (name of MUN conference) Secretariat team?
7. Indicate which three positions interest you the most, and explain why you are qualified for those three positions
8. Describe a time where you worked in a team environment towards a common goal. What challenges did you encounter and resolve? Most importantly, what did you learn?
9. Describe your individual work "style", as it applies to school, MUN, and extracurriculars. When and how do you work best? In what environments do you succeed or fail? What strategies or tools work well for you?
10. Write about an activity, hobby, or passion of yours that truly captivates you/ What do you love about it? How does it reflect you as a person?
11. Did you attend (name of MUN conference)? If yes, indicate how you would improve the conference. If not, what is your vision for (name of MUN conference) next year?
12. Résumé
13. Cover Letter

