



Dartmouth Model United Nations Tenth Annual Conference

DartMUN X Conference

Staff Application

DartMUN X: April 10 – April 12, 2015



DARTMUN 2015

6048 Haldeman Center • Dartmouth College • Hanover, NH 03755
(603) 359-3224 • dartmun@dartmouth.edu • www.dartmouth.edu/~modelun

Conference Staff Application – DartMUN 2015

Dear DartMUN X Staff Applicants,

Larry and I are very excited to begin working with you to make DartMUN X our best conference yet! Whether you are a DartMUN veteran or a Model UN newcomer, we hope you seriously consider joining our team.

This application is for support staff positions at DartMUN 2015.

When deciding what positions you would like to apply for, consider what you are most interested in and where your skill set could be most effective. We hope that you take this as an opportunity to increase your involvement in one of the most exciting and rewarding student-run events here at Dartmouth.

The conference is scheduled for the second weekend of the 2015 spring term (April 10-12, 2015). To be eligible for any staff position, you must be in Hanover for that weekend. If you are planning to be off any term next year, please consider how much you are willing and able to contribute to DartMUN from off campus. Some positions require you to be on campus, whereas others can be done from off-campus. Please note, all staff members are expected to stay in close contact with the DartMUN Secretariat while off-campus.

I am eagerly awaiting the opportunity to read your applications and am ready to put together the best and brightest staff this conference has ever seen. With your help, we are excited to see DartMUN 2015, our **TENTH** installment of DartMUN, expand and improve to become one of the nation's best conferences.

Applications are **due on Wednesday, January 14th by 11:59 PM**. Please email them to the DartMUN account (dartmun@dartmouth.edu).

I cannot wait to begin working with all of you on DartMUN X. If you have any questions at all, please feel free to contact me at Ridhima.H.Gurnani.16@dartmouth.edu

Regards,

Ridhima Gurnani
Secretary-General
DartMUN X



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Job Descriptions (Secretariat)

Chief of Staff – Head of the internal logistical affairs of the conference. Runs full staff meetings during the conference, leads USGs in addressing staffing concerns, and organizes training sessions during conference preparation. Works closely with the Secretary-General, Director-General and Chargé.

Chargé d’Affaires – Head of the external logistical affairs of the conference. The duties of this position include managing finances, maintaining reliable and consistent contact with delegations and Faculty Advisors both before and during the conference, as well as oversight of the Director of Public Relations.

Under-Secretary-General for General Assembly Committees – Responsible for the content and well being of the General Assembly (GA) Committees. Directs training for daises with Chief of Staff and other USGs. Monitors GA background guide writing, topic selection and conference preparation.

Under-Secretary-General for Special Committees – Responsible for the content and health of the Special Committees. Directs training for daises with Chief of Staff and other USGs. Monitors Specials background guide writing, topic selection and overall conference preparation.

Under-Secretary-General for Current Crisis Committees – Responsible for the content and health of the Current Crisis Committees. Directs training for crisis daises with Chief of Staff and Historical Crisis USG. Monitors Current Crisis background guide writing, staff training and crisis planning. During the conference, coordinates the Current Joint Cabinet Crisis (CJCC) working with crisis support staff.

Under-Secretary-General for Historical Crisis Committees – Responsible for the content and health of the Historical Crisis Committees. Directs training for crisis daises with Chief of Staff and Current crisis USG. Monitors Historical Crisis background guide writing, staff training and crisis planning. During the conference, coordinates the Historical Joint Cabinet Crisis (HJCC) working with crisis support staff.

Director of Technology – Responsible for all technology related aspects of the conference including setting up internal conference communication system, DartMUN press releases and providing printing and technical support services for all conference committees.

Director of Philanthropy – Head of all conference philanthropic efforts. Plans and coordinates entire philanthropic drive during the conference and educates delegates on philanthropic issue of importance

Director of Public Relations – Works very closely with the Chargé d’Affaires to maintain consistent communication with all external parties during conference preparation. Will be charged with improving the profile of the conference around campus.



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Job Descriptions (Committee Directors)

Committee Director: General Assembly – Committee Directors working in General Assembly committees usually work in teams of three. Past DartMUN General Assembly committees have ranged in size between 60 and 70 delegates and primarily discuss issues on a global scale. These Committee Directors will work closely with the Under-Secretary-General for General Assemblies to prepare for the conference during the background guide writing process and pre-conference parliamentary procedure training.

Committee Director: Special Committee – Committee Directors working in Special Committees usually work in teams of two or three. Special Committees including Regional Committees (ex. EU, NATO etc) as well as Special Interest Committees (ex. IAEA). DartMUN Special Committees range in size from 30 to 40 delegates and are headed by the Under-Secretary-General for Special Committees. Special Committee Directors will work closely with the Under-Secretary-General for Special Committees to prepare for the conference during the background guide writing process and pre-conference parliamentary procedure training.

Committee Director: Current Crisis – Perhaps the most popular of DartMUN's dais positions, Current Crisis Directors will work with the Under-Secretary-General for Current Crisis Committees to create an ever-evolving political crisis for typically experienced delegates. These Directors will also work with the USG-Current Crisis to prepare for the conference in background guide writing as well as pre-conference crisis procedure training.

Committee Director: Historical Crisis – Much like the Current Crisis position, Historical Crisis Directors will work with the Under-Secretary-General for Historical Crisis Committees to create an ever-evolving political crisis for typically experienced delegates. Unlike the current crisis committees, these committees will focus on major past world event(s) (ex. 1971 Indo-Pakistani War). These Directors will also work with the USG-Historical Crisis to prepare for the conference in background guide writing as well as pre-conference crisis procedure training.

Job Descriptions (Support Staff)

Crisis Support Staff – Before the conference, they will assist their respective USGs in plotting out potential courses for their respective crises, and then will work with the USGs in the 'Crisis HQs' to keep the crisis dynamic during the weekend of the conference.

Secretariat Assistant – Directly reports to the Secretary-General and Director-General both during preconference preparations and during the actual weekend of the conference. Supports the SG and DG with any logistical issues and works with other Secretariat members as needed.



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DartMUN X Staff Application Form

Part I: Personal Information

Name:

Year:

E-mail:

D-Plan: ___ 15W ___ 15S

Do you have previous MUN experience? (mark with X): ___ Yes ___ No

Part II: Positions Available

(Please rank your first and second choice)

___ Secretariat Assistant

___ Crisis Support Staff

Part III: Questions – Be concise!

1. List your previous Model UN experience (if any), including positions held, previous conferences attended (DartMUN and non-DartMUN), experience in crisis committees, etc.

2. Why do you want the position(s) you are applying for? What makes you qualified for these positions? How would you contribute to the success of DartMUN X? *Please address this question for at the very least the top two positions you listed above.*

3. Please list other activities you are involved in on campus. Do you foresee any major conflicts with your involvement in DartMUN 2015?

Blitz back to dartmun@dartmouth.edu. Thank you!