**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.