

Overview

Senior Staff Volunteer positions are usually held by individuals who have served on staff at NMUN•NY for three or more years. Strong candidates will demonstrate leadership potential and contribute to the educational mission of the conference. All Senior Staff Volunteers assist in the preparation of training materials for the Secretariat and promote an inclusive and welcoming environment.

Positions and Responsibilities

- **Under-Secretary-General, Conference Management (USG-CM):** The USG-CM reports to the Secretary-General (SG) and oversees logistical and administrative aspects of the conference. The USG-CM will work frequently with the entire Secretariat and the NMUN office. Prior to the conference, the USG-CM hires Directors and Assistant Directors of CM and supports the onboarding and training of all Secretariat staff (May-June). The USG-CM will work with ASG-CM and SG/DSG to collect staff information, prepare and distribute training materials, coordinate staff travel and lodging (August-October, January-April), maintain internal communication channels among staff, and coordinate the planning and purchasing of supplies, food, and other items. Additionally, the USG-CM will work with the Secretariat to prepare the Hub platform for the upcoming conference year. During the conference the USG-CM will oversee the CM team, including the Hub, and support the SG/DSG in promoting efficiency and an inclusive staff culture.
- **Assistant-Secretary-General, Conference Management (ASG-CM):** The ASG-CM reports to the USG-CM and will assist in the management of logistical processes throughout the year. This position requires frequent collaboration both within and across conference Secretariats. Prior to the conference, the ASG will work with the USG-CM and SG/DSG to collect and manage staff information, book staff travel (with assistance from Ds-CM), gather staff accommodation data, manage internal communication channels, order conference supplies, plan staff activities, coordinate food catering, develop a logistical plan for major conference events (June-March), and other tasks as required. During the conference, the ASG-CM will coordinate staff activities, manage and distribute conference supplies, communicate with hotel staff, assign meeting rooms for delegations, and organize and assist with various public-facing events including opening and closing ceremonies, plenary reporting sessions, Opportunity Fair, and chair hiring. Preference given to people with advanced technology skills.
- **Under-Secretaries-General, Substantive Departments:** Substantive USGs report to the Deputy Secretary-General (DSG) and will assist in the management of substantive processes throughout the year. This position requires frequent collaboration with the SGs/DSGs, cross-conference counterparts, and committee staff. Prior to the conference, substantive USGs hire Directors (Ds) and Assistant Directors (ADs) for the conference departments (May-June). Substantive USGs will contribute to the preparation of topic proposals (June) and oversee the production of committee background guides (July-October). Additionally, Substantive USGs assist with staff training (August-October and January-April). During the conference, substantive USGs will oversee the substantive affairs of their respective department and support the Secretariat in various logistical tasks.

Expectations

- Volunteers are expected to comply with all NMUN policies including the [Conduct Expectations](#). This includes: responding to any communication requiring a reply within 48 hours (preferably 24 hours), requesting extensions at least 48 hours in advance of deadlines, and providing advance notice of any obligations that may cause you to be unavailable for an extended period of time or make you unable to meet an established deadline.
- Volunteers agree to maintain professional conduct and cooperate with instructions from conference leadership.
- Volunteers commit to all scheduled conference and training dates and agree to perform all duties necessary.
- Volunteers agree that NMUN may use your photograph or likeness in any of its publications or promotions.

Dismissal

- In general, failure to meet deadlines, communicate, or perform an assigned role to expectations will result in a first warning from the DSG/SG. A second infraction will result in a written warning from the DSG/SG. A third instance may result in immediate dismissal from volunteer staff by the DSG/SG based on consultation with NMUN professional staff.
- Every situation is evaluated on a case-by-case basis. If an infraction is deemed serious, it may result in immediate dismissal, without any warnings, after consultation with NMUN professional staff.