



Secretariat Positions

Secretary-General

Prerequisites: 1 year of Secretariat experience

The Secretary-General is responsible for the entire NUMUN organization: conference, club, and all other Model UN activities. This position requires exemplary vision, dedication, and leadership. The Secretary-General manages the NUMUN vision and brand while establishing and implementing objectives for the conference and collegiate conference trips. The Secretary-General has the most responsibility, and provides direction in all matters. This position requires the largest time commitment out of all Secretariat positions.

Strong candidates:

- Are ready for a serious year-long commitment
- Delegate tasks
- Manage and motivate people well
- Can stay “on top of their game” at all times
- Comfortably and confidently make decisions in a punctual fashion

Chief of Staff

Prerequisites: 1 year as a NUMUN committee Chair

The Chief of Staff is a managerial position responsible for the staffing and quality of NUMUN committees. The Chief of Staff reviews staff applications, manages the selection procedure, and makes all final staffing decisions. The Chief of Staff also directs the assistance of the Secretary Parliamentarian and the Undersecretary-General for Simulation for staff training, committee procedure, and committee content. The Chief of Staff reports directly to the Secretary-General.

Strong candidates:

- Exhibit great attention to detail
- Enjoy working with people
- Can confidently confront individuals if necessary
- Are comfortable with the prospect of managing a staff of 60+ people and 2 Secretariat associates

Secretary Parliamentarian

Prerequisites: 1 year as a NUMUN Chair or Moderator

The Secretary Parliamentarian is the final authority on all NUMUN procedural and parliamentary rules. The Secretary Parliamentarian is in charge of updating/approving the rules for the upcoming conference while training conference staff leading up to the conference as well as students traveling to other collegiate conferences. The Secretary Parliamentarian reports directly to the Chief of Staff and provides additional assistance to other staff-related activities.

Strong candidates:

- Have a “thing” for rules
- Are familiar with Parliamentary Procedure
- Exhibit comfort teaching and training large groups of staff members
- Quickly make decisions on questions regarding nuances of procedure

Undersecretary-General for Simulation

Prerequisites: 1 year as a NUMUN staff member

The Undersecretary-General for Simulation manages the quality and content of NUMUN committees. This includes oversight of committee topics, topic papers, planning crises, facilitating committee simulation needs such as actors, and general simulation. The Undersecretary-General for Simulation reports directly to the Chief of Staff, and the Crisis Staff Director reports directly to the Undersecretary-General for Simulation.

Strong candidates:

- Keep abreast of current events
- Enjoy creating scenarios
- Are very detail-oriented
- Can comfortably redirect staff members

Undersecretary-General for Delegate Services

Prerequisites: None; 1 year as a NUMUN staff member is preferable

This position can be done for Fall Study Abroad candidates

The Undersecretary-General for Delegate Services handles the accommodations, transportation, and venue for the conference. This involves coordinating contracts with hotels, providing logistical and transportation solutions, and serving as the main contact point for venue planning prior to the conference. This position also involves venue sourcing, and communicating hotel reservation information to the Undersecretary-General for Registration. The Undersecretary-General for Delegate Services reports directly to the Secretary-General.

Strong candidates:

- Have exemplary communication skills, both phone and e-mail
- Can be very proactive and responsive
- Execute well and on-demand
- Are very detail-oriented
- Keep organized records

Chargé d’Affaire

Prerequisites: None; 1 year as a NUMUN staff member is preferable

Experience with Photo Shop and Adobe InDesign/Illustrator a plus

The Chargé d’Affaire handles all acquisitions for the NUMUN organization. This includes all printing spend, vendor sourcing and purchasing for the conference, and rentals for the conference (photocopiers, laptops, and printers). If the Chargé d’Affaire has sufficient design experience, they also conduct much of the design work for procured items. During the conference this position provides any remaining acquisition aid as well as general logistical support. This position reports directly to the Secretary-General.

Strong candidates:

- Like to shop
- Are very detail-oriented
- Have exemplary communication skills, both phone and e-mail
- Execute well and on-demand
- Can be very proactive and responsive
- Exhibit a creative and innovative flare

Undersecretary-General for Registration

Prerequisites: 1 year as a NUMUN staff member

The Undersecretary-General for Registration creates and distributes conference registration materials, markets the conference, and is the primary point of contact for the high school advisors. This position works closely with the Secretary-General handling additional tasks such as committee assignments and conference brand management. During the conference, the Undersecretary-General for Registration is responsible for all check-in procedures, disseminating information to advisors, and overseeing the feedback process. This position reports directly to the Secretary-General.

Strong candidates:

- Have exemplary and professional communication skills, both phone and e-mail
- Exhibit lightning fast response rates to inquiries
- Can be very proactive and responsive
- Uphold a high standard of customer service

- Enjoy devising new marketing strategies
- Execute well and on-demand

Undersecretary-General for Finance

Prerequisites: None; 1 year as a NUMUN staff member preferable

The Undersecretary-General for Finance manages the treasury and finances for all facets of the NUMUN organization. This position involves working with the Secretary-General on budgeting and preparing financial statements/modeling to analyze the financial health and performance of the organization. Other responsibilities include working directly with SOFO and NUMUN's Center for Student Involvement adviser to complete all payments, reimbursements, and fee collections in a timely fashion. This position also entails recording and documenting all financial transactions. Leading up to the conference the Undersecretary-General for Finance will also occasionally prepare invoices for high schools and field any finance or fee-related questions. This position reports directly to the Secretary-General.

Strong candidates:

- Don't fear numbers
- Have experience handling finances or the desire to learn
- Exhibit a high degree of integrity
- Can be very proactive and responsive

Undersecretary-General for Technology

Prerequisites: None; any previous NUMUN experience is a plus

The Undersecretary-General for Technology oversees and manages the organization's website. This involves site design, maintenance, and trouble-shooting. Experience with web design, Linux, php web application, and MySQL databases is highly preferable. During the conference, this position involves providing tech support for technology rentals and A/V equipment if necessary. This position reports directly to the Secretary-General.

Strong candidates:

- Have experience with computers and programming language
- Execute well and on-demand
- Are familiar with Linux, php, and MySQL
- Know a thing or two about relational databasing

Master of Ceremonies

Prerequisites: None; 1 year as a NUMUN staff member is preferable

This position can be done for Fall Study Abroad candidates

The Master of Ceremonies is in charge of all non-committee related conference programming. This includes opening and closing ceremonies, Friday morning programming, and Saturday night activities. Responsibilities for this kind of planning include communication of venue needs, logistical planning, contract arrangements, and sourcing of entertainment. Another large responsibility of this position is the arrangement of the keynote speaker for Opening Ceremonies. This position reports directly to the Secretary-General.

Strong candidates:

- Have fun arranging large events
- Are very detail-oriented
- Can be very proactive and responsive
- Exhibit comfort shopping around for entertainment groups, speakers, and facilitating any necessary venue and support needs for conference programming

Undersecretary-General for Public Relations

Prerequisites: None

This position allows for involvement on the regular conference staff

The Undersecretary-General for Public Relations plans, creates, and publicizes all on-campus club activities. This position also involves significant public relations work, helping publicize conference staff applications, and sourcing potential sponsors for the conference. This position reports directly to the Secretary-General.

Strong candidates:

- Have experience planning events
- Enjoy coming up with new ways to increase club programming and involvement
- Display exemplary communication skills

Undersecretary-General for Collegiate Delegations

Prerequisites: None

This position allows for involvement on the regular conference staff

The Undersecretary-General for Collegiate Delegations is in charge of choosing collegiate conferences for club members to attend and conference attendees if demand for a conference exceeds the number of spots available. This position involves making all trip arrangements (registration, hotel, transportation), logistical planning, appointing a Head

Delegate, overseeing the completion of Northwestern forms, and preparing collegiate delegates for their trips. This position reports directly to the Secretary-General.

Strong candidates:

- Enjoy being a delegate and attending conferences
- Are very detail-oriented and prompt
- Have a knack for making trip arrangements