

Yale Model United Nations Korea 2017

Assistant Secretary General Application

Dear Applicant,

Thank you for your interest in serving as a member of the Korean Secretariat of the sixth annual Yale Model United Nations Korea conference. YMUN Korea 2016 was a huge success – nearly 250 delegates, parents, and advisors were enthralled and are eager to return to Seoul for YMUN Korea 2017. The Yale and Korean Secretariat worked closely throughout the year; we came away with great memories, new and lasting friendships, and professional experiences from planning this large-scale internationally renowned conference.

This year, I am excited to expand YMUN Korea's reputation in East Asia and further establish YMUN Korea as the premier conference in East Asia. Such a goal calls for qualified and passionate individuals to serve in the challenging but rewarding role of Assistant Secretaries-General of the Secretariat. The Yale Secretariat has been selected and is already hard at work, but we need a team in Korea with which we will work together to reach our goals for this year's conference. As such, we are looking for a Korean Secretariat that will help us host the best YMUN Korea conference yet.

We are looking for organized and passionate leaders who will be able to represent the level of professionalism and excellence that comprises YMUN Korea. Applicants must be able to dedicate themselves to working on the conference up to and including the event itself in May. The Assistant Secretary-General position requires weekly tasks and regular communication with members of both Yale and Korean Secretariat members. For this reason, we are looking for **Korean high school seniors or recent Korean high school graduates who will not attending university by the time of the conference (May 19-21, 2017)**, or students in similar situations that will allow them to be dedicated to the conference. Furthermore, we are seeking Assistant Secretaries-General who have **business-level fluency in both Korean and English and have experience planning conferences**, preferably Model UN conferences.

Serving on the YMUN Korea Secretariat is not only enriching personally, but it also serves professional goals by acting as a certification for having business-level English and Korean skills as well as event organizing experience. It is also an opportunity to make a lasting educational impact to hundreds of students from all around the globe, while working closely and fostering lifelong connections with Yale University and its students.

Please feel free to contact me if you have any questions about the position or application. Thank you again and I look forward to reading your vision for YMUN Korea!

Best regards,
Yoojin Han
Secretary General
Yale Model United Nations Korea 2017
ymunkorea.secgen@yira.org

Please email completed application to **both** ymunkorea.secgen@yira.org and ymunkorea.dgyale@yira.org
Deadline: 11:59pm October 27th Thursday, Korea Standard Time

Assistant Secretary-General Roles and Responsibilities

General Responsibilities:

1. Working closely with the Yale Secretariat and other Korean Secretariat members to fulfill tasks for the conference, sometimes beyond individual ASG roles
2. Attending the entire conference on May 19 to 21, 2017 in Seoul, Korea
3. Running in-hotel security shifts for delegates during the nights of the conference

Assistant Secretary-General of Conference:

The ASG of Conference works on organizing the logistics of the entire conference. The ASG of Conference has responsibilities such as but not limited to:

1. Securing and working with the conference venue
2. Planning and securing conference materials and merchandise
3. Planning and organizing logistics for delegate services, such as food catering
4. Working closely with the USG of Conference

Assistant Secretary General of Services:

The ASG of Services works on planning and organizing all social events during the conference. The ASG of Services has responsibilities such as but not limited to:

1. Coordinating and planning delegate social events
2. Planning and organizing social events for the Yale and Korean Secretariat
3. Creating material for delegate services, such as guidebook for nearby facilities
4. Working closely with the USG of Services

Assistant Secretary General of Marketing:

The ASG of Marketing is responsible for improving financial viability and expanding the brand of YMUN Korea. The ASG of Marketing has responsibilities such as but not limited to:

1. Executing advertising in Korean schools and media
2. Securing sponsorships
3. Organizing and managing social media for YMUN Korea, such as its Facebook page
4. Working closely with the USG of Marketing

Assistant Secretary General of Delegations:

The ASG of Delegations is responsible for recruiting and communicating with delegates for the conference. The ASG of Delegations has the following responsibilities:

1. Coordinating the Student Ambassador program
2. Reaching out to and communicating with schools, hagwons, and MUN teams
3. Working closely with the USGs of Delegations

Assistant Secretary General of Technology & Media:

The ASG of Technology & Media is responsible for handling all technological promotional material. The ASG of Technology & Media has responsibilities such as but not limited to:

1. Assisting with online advertising
2. Creating promotional material, such as Snapchat filter and YMUNK conference video
3. Coordinating Press Release during the conference
4. Working closely with USG of Design

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YMUN Korea 2017 Assistant Secretary-General Application

Notes for Applicants

The application is due by email to **both** ymunkorea.secgen@yira.org and ymunkorea.dgyale@yira.org by **11:59PM on October 27th Thursday, Korea Standard Time**. Skype Interviews in English will take place during the following days. Interviews will be based on application content, and will include a simple Korean proficiency check.

Please answer the following questions and title the document as

YMUNK17_ASG_App_Firstname_Lastname (i.e. YMUNK17_ASG_App_Yoojin_Han). There are no word limits, but please be thoughtful and specific in your responses.

Basic Information

Name:

E-mail Address:

Skype ID:

High School:

Language Proficiency:

ASG Positions in Order of Preference (Maximum three):

- 1.
- 2.
- 3.

Questions

1. Assistant Secretary-General is a demanding, yet rewarding role. Why do you want to be an Assistant Secretary-General of YMUN Korea?

2. Please describe in detail your past involvement in Model UN conferences. Also, describe any other relevant experiences, in fields such as but not limited to leadership, event planning and international relations.

3. Describe your primary qualifications, specific skills and experiences you have that are relevant to your first choice ASG position. Please be as specific as possible.

4. Describe your primary qualifications, specific skills and experiences you have that are relevant to your second choice ASG position. Please be as specific as possible. Write N/A if you do not have a second choice.

5. Describe your primary qualifications, specific skills and experiences you have that are relevant to your third choice ASG position. Please be as specific as possible. Write N/A if you do not have a third choice.

6. What are some specific ideas that you will bring to YMUN Korea if you take on your preferred

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ASG role? Please address all of your choices with at least one idea.

7. If declined for the position of ASG, are you still interested in becoming a vice-chair for YMUN Korea 2017?

8. Please list your available times for a Skype interview from October 28 to 30, 2016, EST and KST.

9. (Optional) Do you have any other important skills or information that you wish to share? This may include a CV to support your application and provide further information about your experiences and background.

Agreement

I agree to perform all the responsibilities of my position if I am selected as an Assistant Secretary-General of Yale Model United Nations Korea 2017 and to attend the entirety of the conference from May 19 to 21, 2017.

Please print your name:

Please enter today's date:

Thank you very much for applying! You will hear from the Secretariat soon!