

# English Exchange Fellowship Model United Nations Institute 2017



## About Best Delegate

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Best Delegate is a global education company based in New York City with a mission of empowering future global leaders through Model United Nations. Our long-term goal is to teach Model UN to 1 million students and teachers worldwide. And our vision is make Model UN available and accessible in every country, at every school, for every student in the world.

Best Delegate hosts the Model United Nations Institute every summer at across several of the world's top universities. Best Delegate Training has impacted thousands students and teachers in over 20 countries across the United States, Canada, Latin America, Europe, the Middle East, and Asia. Best Delegate Media, including [bestdelegate.com](http://bestdelegate.com) and social media, is the world's leading online resource for Model United Nations, with 700,000+ users from 190+ countries. And Best Delegate Consulting has helped non-profits such as WFUNA and UNA-USA organize Model UN conferences at the United Nations Headquarters.

The Best Delegate team is made up of individuals who share a core value of bringing out the best in other students and teachers. We do this by striving to be the world's leading experts in Model UN, being passionate about the global Model UN community, and creating and delivering professional and high-quality Model UN training.



## About the Model United Nations Institute

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The [Model United Nations Institute](#) (MUNI) is Best Delegate's premier training program and is the largest Model UN summer program in the world. Over a thousand students from 40+ countries have attended MUNI programs held at multiple universities across the United States in the past few years.

The goal of MUNI is to teach students how to succeed in Model United Nations, and show them that it is both enjoyable and rewarding. Students should walk away feeling more confident about themselves as leaders, feeling more connected to a global community of passionate Model UN participants, and feeling more empowered to create change at their schools and in the world.

MUNI consists of a series of one-week experiential summer programs with different curricula for different skill levels and age groups. MUNI runs programs for students from elementary school through high school, and even runs programs for teachers. Each program has a specific focus and teaches key skills needed to succeed at that level.

Some of our programs are for students whose first language is Chinese, and are currently working on learning English. For these programs we're looking for additional Chinese-speaking staff to work from 1 to 3 weeks at a time on our "English Exchange" and "Diplomat" (beginner) programs to help teach these students Model UN while they work on their English skills.

MUNI is staffed by a team of full-time Best Delegate professionals, Program Managers, MUN Mentors, and Residential Counselors. Together, their goal is to deliver the highest quality Model UN training program possible in order to bring the best out of their students.

## Mission for English Exchange MUN Mentors

To teach students from China attending the Model United Nations Institute how to participate in Model UN while working to improve their English reading, writing, speaking, and listening skills.

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The English Exchange MUN Mentor position is for top university students or graduates with significant Model UN achievements, leadership experience, and interest in educating the next generation of student leaders that also speak Mandarin Chinese. The vast majority of past MUN Mentors have been Presidents, Secretaries-General, Head Delegates, or other leaders within their university Model UN programs.

MUN Mentors will be the staff responsible for classroom instruction and mentoring students who attend MUNI's English Exchange programs. Mentors will be trained on site in teaching techniques for high school and middle school students.

Mentors must be available during the entire week or weeks for which they are hired. Teaching will take place every weekday of each program, and typical working hours will be from 8am-6pm, in addition to a debrief each evening. English Exchange MUN Mentors may occasionally be assigned to help assist Residential Counselors with residence hall supervision, weekend trips, or weekend check-in/check-out processes. Assignments to specific programs and locations will be provided after acceptance into the program, but a possible itinerary could look like the one below, including just one or two, or all three of the weeks:

Week	Dates	Location
Week 6	July 16-22, 2017	Harvard University or Georgetown University
Week 7	July 23-29, 2017	Harvard University or Georgetown University
Week 8	July 30-August 5, 2017	Harvard University or UCLA

## Responsibilities

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English Exchange Model UN Mentors will be responsible for teaching lessons to classrooms of 30-60 students and leading breakout groups for delegations of 8-12 students at the high school and middle school levels. A typical day during the program will include interactive lessons on particular leadership skills or topics followed by delegation breakout practice sessions or activities. On most days, the lessons will be tied together through Model UN activities, and time will be spent on individual student evaluation and feedback. At the end of the day, English Exchange MUN Mentors will review what was taught throughout the day in Chinese, and answer any questions in Chinese, to help students bridge the gap between what they did and didn't understand in English.

Expected outcomes from your work as a MUN Mentor include:

- Teaching at least one lesson a day for the entire class and preparing for the lesson accordingly (presentations and materials will be provided).
- Preparing supporting materials for your students including presentations, reading materials, and translated terms into Chinese to help your students better understand the content of your lessons.
- Providing daily individualized feedback during breakout sessions for public speaking, research, and negotiation to generate significant student improvement.
- Facilitating a fun and educational environment through mentoring and ice-breakers, particularly during meal times, breaks, and evenings in the residence hall.
- Ensuring a safety week for all students at the program at all times.
- High student feedback scores from the students in your delegations.

MUN Mentors will be expected to be able to teach a variety of lessons, designed for different age groups and skill levels. The vast majority of the programs that English Exchange Mentors will teach will be Diplomat (beginners), or English Exchange (beginners at pre-Intermediate English levels). Mentors will also be expected to support the team with airport pickups and dropoffs and evening supervision of students, particularly to assist with integrating the Chinese-speaking students into evening programming. The supervision includes ensuring the health and safety of students at all times.

MUN Mentors will receive training on professional techniques in classroom teaching, coaching, delivering feedback, chairing, classroom management, and supervision & safety. Additionally, Mentors will be expected to study some preparatory reading materials before arrival at the program, including curriculum, health and safety regulations, and other general informational items.

## Qualifications

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This is a competitive program that seeks to recruit Chinese-speaking Model UN veterans who are capable of bringing out the best in other highly talented and passionate delegates.

Applicants should demonstrate the following criteria:

### Background

- Currently attending or graduated from a university with a strong Model UN program.
- Minimum age of applicants is 18 years old. Applicants who are 21+ are preferred.
- Citizens or residents who are legally allowed to work in the United States. If not, applicants must not require sponsorship for a visa to enter the United States during the fellowship term and will be responsible for all visa applications and fees.
- Must pass a background check upon conditional acceptance into the program.

### Model UN Experience

- Demonstrated track record of winning awards as a delegate with preference given to those who are part of a top-ranked university Model UN travel team.
- Experience with classroom teaching or lesson planning is highly preferred, and experience training a travel team or with outreach programs is also preferred.
- Experience chairing committees as a university student and expertise in standard North American procedure is required.
- Past experience as a participant in the Model United Nations Institute or in the North America or Chinese high school circuit is a plus.

### Competencies

- Fluency or proficiency in speaking, listening, reading, and writing Mandarin Chinese. Must be able to assist students in Mandarin who may have trouble understanding a Model UN skill or concept being taught in English.
- Understands how to deliver a high quality educational experience to students.
- Ability to explain complex concepts in simple, organized frameworks and formulas.
- Research, writing, and editing skills must be at an advanced university level.
- Enjoys working with students and possesses a fun and engaging personality.
- Comfortable in providing honest feedback and mentoring to students.
- Willingness to go above and beyond to ensure the program is as successful as possible.

### Cultural Fit

- Always striving to bring out the best in others -- in their students, teammates, and themselves -- in order to prepare today's students to be tomorrow's leaders
- Passion for the global Model UN community
- Open to constructive and honest feedback
- Professionalism in communication, teamwork, and work ethic

## Benefits

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The total compensation for the English Exchange MUN Mentor is valued at around \$1,200 per week when taking into account a stipend, housing, meals, and transportation. Benefits for English Exchange MUN Mentors include:

- \$500 stipend per week (up to three weeks)
- Housing will be provided for every week worked, with arrival on Sunday and departure on Saturday of each week.
- 17 meals will be provided each week. Breakfast, lunch, and dinner will be provided during all weekday program dates. Saturday breakfast and Sunday dinner will be provided. Meals for the day will be provided if staff are working either Saturday or Sunday for residential check-in/check-out or weekend trips.
- Flights, trains, or local transportation between program locations, if required to change locations during the program, is covered.
- Best Delegate lapel pin and Best Delegate T-shirt.

## Application

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Highly qualified candidates interested in this position can access the application form through this [link](#). The application deadline is **January 31, 2017**. High potential candidates will be selected for a phone or Skype interview. Any questions regarding the application can be sent to [erik@bestdelegate.com](mailto:erik@bestdelegate.com).