

**Keele University**  
**Student Support and Development Services (SSDS)**

Keele University is in Staffordshire, a vibrant university town in the heart of the UK- set within over 600-acres of beautiful campus and accessible to Manchester, Birmingham, and London. Ranked in the Top 5 for student communities by the Times Higher student satisfaction poll 2015, the close-knit campus provides an exceptional university experience, both to learn and personally flourish within.

**Student Support and Development**

The Student Support and Development Services department offer a wide range of support, information, and specialist services, designed to enhance the student experience. They support the following areas:

Careers & Employability  
Counseling & Emotional Wellbeing  
Curriculum Support & Development  
Disability & Dyslexia Support  
Student Learning  
Critical Incident Support  
Change of Circumstance

This internship is a new partnership with HESA. You will be working with Ian Munton, Head of Student Support and Development Services. Ian works with an established staff as well as a team of emerging professionals who have short-term appointments in SSDS immediately after graduation to train them for careers in student affairs. You will work with Ian to match your interests and targeted learning outcomes for your summer internship with projects in SSDS. Staff work on student support and development program delivery, marketing and communication, and assessment.

The SSDS team is mindful of providing BGSU interns with fruitful experiences throughout the internship and helping interns understand student affairs in the UK. Ian's experience with AMOSSHE, The Student Services Organisation will provide another lens to explore student affairs in a global context.

For more about Student Support and Developmental Services see: <http://www.keele.ac.uk/ssds/>

**Internship Logistics:**

- *Term:* Typically 2 months (June and July, may be negotiated)
- *Hours:* Monday through Friday typically between 9:00am-2:00pm
- *Location:* Staffordshire, United Kingdom
- *Language requirement:* None
- *Number of CSP/HIED interns:* 1
- *Accommodation:* Provided, do not know set up at this time.

Updated: 10.25.15

- *Meals*: There are many dining options and on campus or surrounding campus; access to grocery stores
- *Arrival Logistics*: TBD
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- *Finances*:
  - *Included*: Accommodation at Keele University
  - *Not Included*: Round-trip airfare; meals; in-country transportation; personal expenses; mobile phone
  - *Paid Internship*: No
- *Visa required for U.S. citizens*: No (for visits of 6 months or less)
  - Visit the U.S. Department of State's (or your home country's) website for updated information
- *Vaccinations*:
  - The Centers for Disease Control & Prevention (CDC) recommends: routine vaccines (e.g., MMR, diphtheria-tetanus-pertussis) for all travelers: hepatitis A and hepatitis B for some travelers
  - Contact the Falcon Health Center for updated information (419.372.2271)
- *ATM on campus*: Yes (several)

### **Contact Information:**

Please direct all of your initial communication to Dr. Christina Lunceford ([cjlunce@bgsu.edu](mailto:cjlunce@bgsu.edu)). Once you have been approved to participate in the internship, Dr. Lunceford will provide you with the updated information for the SSDS contact. Please do not contact SSDS directly at this time.

### **Next Steps:**

Email the following materials to Dr. Christina Lunceford ([cjlunce@bgsu.edu](mailto:cjlunce@bgsu.edu)) by 5:00pm Friday, November 20, 2016:

- Current CV
- One- to two-page statement of interest that clearly answers the following questions:
  - Why are you interested in the internship at Keele University?
  - Based on how much you know at this time, how do your knowledge and skills align with the work of Student Support and Development Services at Keele University?
  - What areas under SSDS interest you and how do they relate to your career goals?
  - Briefly, what are your anticipated learning outcomes for the internship?